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AUTHOR Williams, Coleen
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ABSTRACT

This secondary unit of instruction on how to use a supply catalog is one of sixteen Common Core Units in Business Education (CCUBE). The units were designed for implementing the sixteen common core competencies identified in the California Business Education Program Guide for Office and Distributive Education. Each competency-based unit is designed to facilitate personalized instruction and may include five types of materials: (1) a teacher's guide, which provides specific strategies for the units as well as suggestions for the use of the materials; (2) a student manual, which directs the student through the unit's activities and jobs and brings the student to the competency level for the unit; (3) working papers, which are consumable materials used in completing the jobs and activities described in the student manual; (4) pre/post tests and quizzes; and (5) suggested electronic media. A strategies manual and the California Business Education Program Guide and supplements are also available--see note. (LRA)

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THE SUPPLY CATALOG

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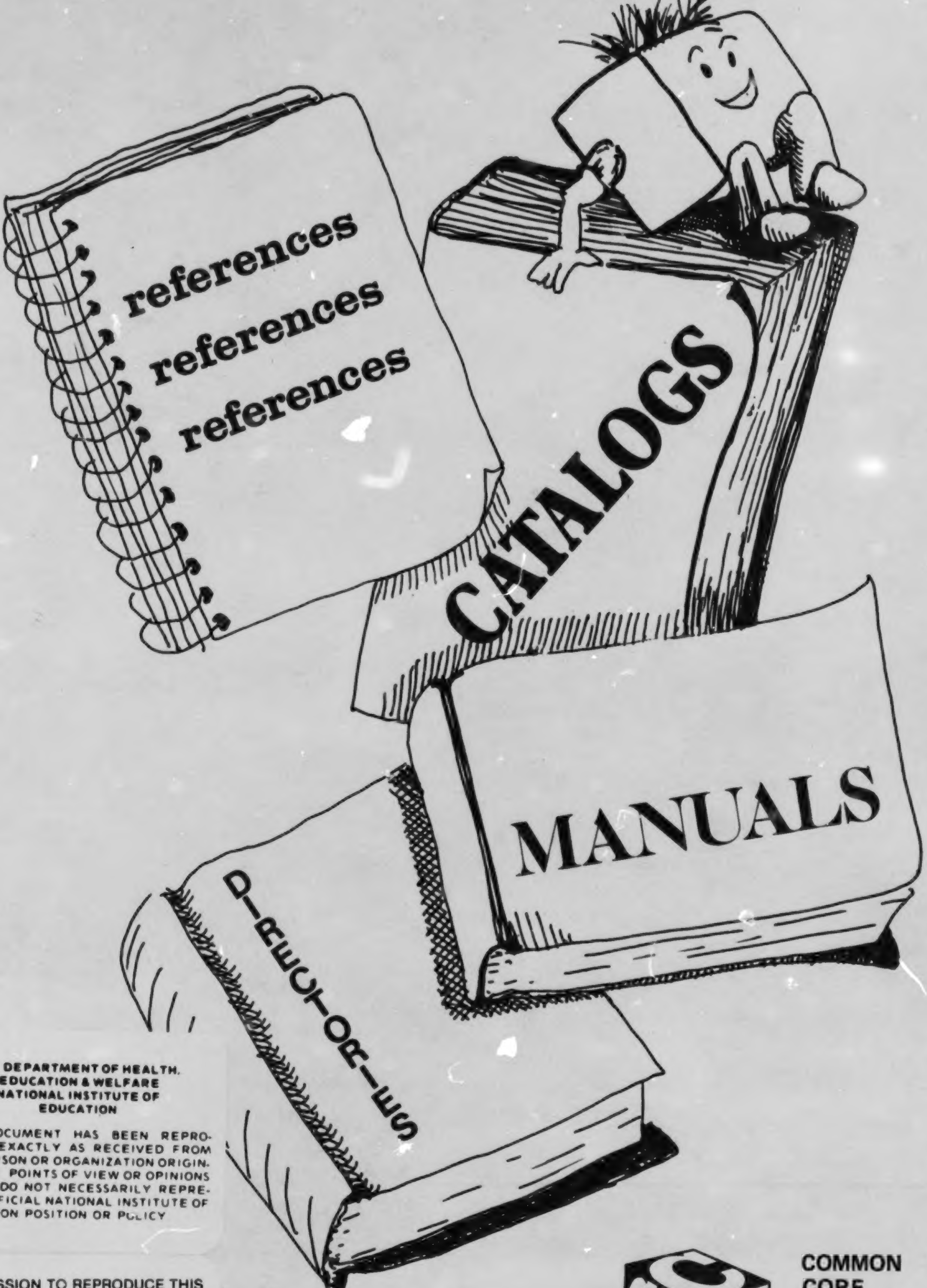

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CUBE
COMMON
CORE
UNITS IN
BUSINESS
EDUCATION

THE SUPPLY CATALOG

Written by

COLEEN WILLIAMS
Instructor

Kennedy High School
Fremont, California

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SUPPLY CATALOG

LET'S BUY SOMETHING

Through A Catalog

OR

"HOW TO USE A SUPPLY CATALOG"

Let's buy something – through a catalog. We all spend money – everybody does; you do, I do, schools do, churches do, businesses do, and even governments do. We all need things to do things with. Everyone and every business needs supplies.

Pens, pencils, paper, staples, textbooks – all these things are used today in this class. All these things are what your teacher would call SUPPLIES. Where did they come from? How did they get to your school? How much did these supplies cost?

Why do you need to know how to use a catalog? Because, all of these *supplies* must be purchased, they were ordered from someone, at some time, from a catalog.

Take a pencil for example; someone made it, but before it could be made, supplies had to be purchased – paint, wood, lead, rubber, and metal.

Everyone in a business office needs supplies – pens, pencils, staples, etc. We need many supplies here at our school. The [illegible]n who does the ordering of supplies often has the title of SUPPLY CLERK.

A supply clerk lists needed supplies with the catalog number on a purchase order form. He/she checks code numbers and descriptions to see that they are correct and makes sure all the arithmetic is correct. Accuracy and detail are an important part in the job of the supply clerk.

After the purchase order has been checked for accuracy, it is signed and dated by the supervisor.

At some time in your life you will order or purchase an item through a catalog, either for personal or business use. Therefore, you will need to know what you are going to learn in this manual.

What You Will Learn To Do

1. Follow instructions.
2. Locate and list items found in a catalog.
3. Correctly describe and code each item.
4. Determine the unit price, and the quantity price.
5. Total your order and figure the tax.

In this manual we are going to assume you work in the school's business office, and you are the school's Supply Clerk, the person who orders all the supplies for your school, John F. Kennedy High.

Get a Supply Catalog from your instructor and seven (7) Purchase Order forms.

Turn to page 'x'. in the Supply Catalog and follow along in it as you read through this manual. This means reading both sets of instructions and a form at the same time.

You will need the following additional information about the school you are working for to successfully complete a purchase order.

A. *School's location No.*
Your school is John F. Kennedy High School. Every school in the district is given a computer code number. Your *number is 52.*

B. *Department No.*
Within your school there are several departments. Each school department is assigned a code number also.

Physical Education	451
Fine Arts and Homemaking	452

Industrial Arts	453
Business Training	454
Foreign Language	455
Science	456
Math	457
English	458
Special Education	459
Social Science	460
Administration	470
Library	471

C. *Date*

Use today's date. Day – Month – Year.

D. *Confirming P.O.*

This means Purchase Order Number. *Confirming* means – The finance department has given their okay for you to buy. If some supply is needed in a hurry, this P.O. number can be obtained from the person in charge over the telephone. Normally it is placed on the P. O. (purchase order) after the orders are sent by you, the supply clerk, to the finance office. This means that you do not need to put the order number on your purchase order.

**(Really all of this information is of vital importance.)

E. *Page No.______of____Pages.*

If you had a five page order, your pages would be numbered as follows:

Page No. 1___of__5___pages.
Page No. 2___of__5___pages.
Page No. 3___of__5___pages.
Page No. 4___of__5___pages.
Page No. 5___of__5___pages.

This is an example of what is meant by *sequentially* or *in sequence.* Got the idea? This way you can keep an entire order together, knowing how many pages there are in the order, or should be. It is an easy way to tell if a page is lost or misplaced.

F. *Submitted by.*

Put your name here. You are the person filling out the order form.

G. *Principal.*

The Principal is your boss or supervisor. For the activities in this manual, *have your teacher sign your orders,* since he/she is your supervisor in this class.

H. *Item No.*

Look at the sample order form. Can you see how each separate thing listed is given an "item no."? See what the district means by their definition. When you make out your order forms, *list no more than the (10) items per page.*

I. *Quantity.*

This is how many you want to order of an item. See your sample.

J. *Unit of Measure.*

For example, a unit of measure could be: A box (bx), a pound (#), each (ea.), a dozen (dz.), a quire (qr) – a quire is 24, a gross (grs) – a gross is 12 dozen or 144, a carton (ctn).

K. *Catalog No.*

This is the code number given to each item the company carries. Be very careful when writing down this number: if the number is wrong, it can change the item ordered. See item # 3 on the sample order form, page 9. Its catalog code no. is W663311.

L. *Description.*

Describe the item, and give the seller's *specifications.* Specifications means the size or how heavy it is. For example, the size bottle of rubber cement you want to order (see item 1) is a *2½* oz. bottle. When you write out your purchase orders, *list the full description as stated in the catalog.*

M. *Unit Price.*

The price for *each* unit of measure.

N. *Total Price.*

To make an *extension* means multiply the quantity times the unit price (2 ea. x $1.95 = $3.90). When you total your purchase order forms, *total each page separately, after making the extensions.* This will give you the *sub-total,* (the total before the sales tax is added.)

Sales tax. The sales tax is 6% in this area. You can either multply the sub-total (see your sample) $37.80 x .06 (6% as a decimal) and get $2.27, or you can look up the answer on the tax schedule at the back of this manual.

✻ Do you know how to use a tax chart? If your answer is YES, jump over to the paragraph "LET'S CHECK". If your answer is NO, then proceed with the following.

Assume you made a purchase with a sub-total of $5.82. Look at the tax schedule at the back of the book. In column one entitled 'transaction' – go down the column until you come to the figures of 5.75 – 5.91. $5.82 falls between these numbers, so look in column two under 'tax' and see that the tax in that column is .35 . . . Very Easy . . .

LET'S CHECK to make sure that you really know how to use a tax chart. What is the tax for the following amounts?

a. $ .39
b. $ 5.50
c. $28.50
d. $100.05
e. $275.86 *

*This takes some good figuring. If you can't figure out how it is done, see your teacher.

Your answers should be:

a. $.02, b. $ .33, c. $1.71, d. $6.00 e. $16.55. Good!

Activity 1

Type or Print plainly. Make sure you have a good sharp pencil or a pen.

The Foreign Language Department wishes to order the following items from the school district's supplier, Jones, Lopez & Zung Office Supplies Company:

2 bottles of rubber cement, 2½ oz.
12 dozen bars of hand soap
4 bx. of thermo-fax copy paper, size 8½ x 11.
8 reams of white mimeograph paper, size 8½ x 14, 20 weight.
10 red ball point pens, fine point

Using all the above information and the information on page 'x' that you have just learned, fill in your first P. O. When you have filled in all the blanks and are satisfied that every detail is complete and correct, turn the page to check it, step-by-step.

READY
SET
GO ....

STOP!

DON'T
PROCEED
ONE
STEP
FURTHER

UNTIL

UNTIL . . . you have: Filled in all the blank space on the top of your P.O.

UNTIL . . . you have: Written the order out in every detail.

UNTIL . . . you have: Calculated all of your extensions and sub-totaled your order.

UNTIL . . . you have: Added the necessary tax and totaled your order.

Y. O. U. R. UNIFIED SCHOOL DISTRICT

BUSINESS TRAINING CENTER
For instructions refer to page 'x'
of your supply catalog.

P. O. No. D
Page No. E 1 of 1 Pages.

PRINT OR TYPE PLAINLY

School or location No. A 52 Department No. B 455 Date: C TODAY'S

Submitted by F (YOUR NAME)
Principal G (YOUR TEACHER SIGNATURE)

Company name: JONES, LOPEZ & ZUNG
Address: –

H Item No.	I Quant.	J Unit of Meas.	K Catalog No.	L Description	M Unit Price	N Total Price
1	2	BT.	W131805	CEMENT, RUBBER - 2½ OZ.	.18	.36
2	144	EA.	W344705	SOAP, BAR HAND	.13	18.72
3	4	BX.	W663127	PAPER, THERMO-FAX COPY 8½×11	12.90	51.60
	–	–	——	TYPE E BUFF *complete description from catalog.		
4	8	RM.	W795511	PAPER, MIMEO 8½×14, WHITE 20 WT.	1.16	9.28
5	10	EA.	W663311	RED BALL POINT PENS - FINE	.08	.80

*note difference like catalog.

N Subtotal	80.76
Tax	4.85
Total	$ 85.61

activity # SAMPLE

NOW ●●●●

Let's check through the activity. Turn to page 9 in this manual. Compare your copy carefully with this sample. First of all, did you place the school's number on the form? Did you remember the number? Look it up if you forgot. Did you include the Foreign Language Department's code number, and use today's date? You are the person filling in the form; it is being submitted by you, so use your name. It is being okayed by whom? What should your number sequence read?

answer... Your answers at this point should be: School 52, Dept. No. 455, today's date, your name, and your teacher's signature. It is only a one page order, so it is "Page No. 1 of 1 Pages.

more... Let's continue on ......
Notice item No. 1 – we bought 2 bt. catalog • W131805 of rubber cement – 2½ oz. – 18 each. Did you make the extension? Can you see how it was done? Your answer should be 2 x .18 = .36.

watch those decimals

(If the decimal is wrong the answer is wrong!) Did you see how all the extensions were made?

be careful

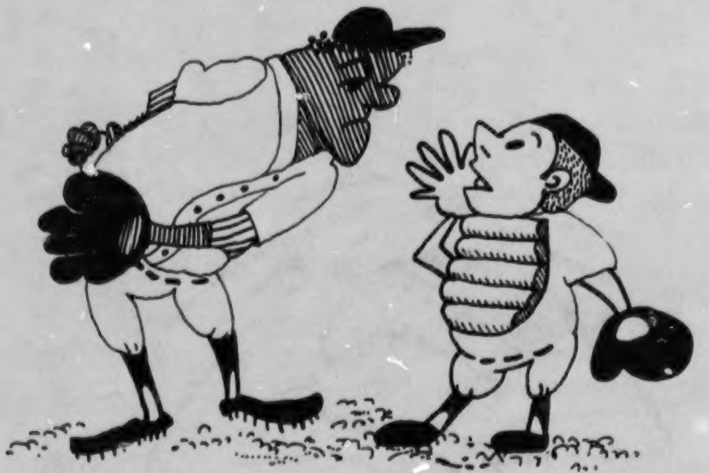
(Don't confuse the item number with the quantity number!)

answer... The sub-total is $80.76. Does yours agree?
The Grand Total is $85.61. This answer was obtained by adding the sub-total of $80.76 and the tax of $4.85. Do you remember how to use your tax chart? Refer to page 6 if you forgot.

When you have completed this activity turn it in to your instructor.

Activity 2

Type or Print Plainly.



Coach Wes Wrestler in the P.E. Department at Kennedy High School wants to order the following supplies from Al's Sporting Goods Store.

½	dozen light bulbs – (lamps) for their filmstrip projector model • DFW 500W
2	box of thermo-fax spirit master, 8½ x 11
1	garbage can – no lid.
1	case soap luron powder
24	red checking pencils
½	dz. Laundry bag for towels
3	doz. Baseballs, high school level
3	dz. Basketballs, Official size., Sr.
1	doz. Footballs, official size
1	Stop Watch
6	pints rubbing alchohol
4	bx Band Aids
2	pkg's Sterilized Cotton Balls
1	case Mimeograph paper with 3 holes, white, 8½ x 11, 20 weight.

With the above information fill in your purchase order form, leave nothing blank. Please make the extensions, sub-total, and add the tax from the chart.

You will need to use more than one form for this order; *total each page separately*. However, *keep your item numbers on both pages in order*. If you know how to use an adding machine you may use one to total your forms. If so, please attach your tapes.

answer . . . I hope that you remember to list no more than 10 items on the first page of your order. If you listed them in order, and all of your extensions and the added tax were correct, your answer for page one is $422.30. *If your answer is correct,* do the second page, and turn them both in to your instructor.

HOPE THIS ISN'T YOU

If your answer is wrong, follow the procedure listed below to help you discover your mistake:

1. Check your addition.
2. Check your multiplication.
3. Check the tax table; be sure you "picked up" the right amount.
4. Haven't found it yet? If your math calculations are not the problem, then check *each item* again to be sure it is the right item ordered and that you copied it down correctly. Can you read your numbers or is your printing the problem?
5. If, after doing all of the above, you still can't come up with the solution, see your supervisor (teacher).

FOUND YOUR MISTAKE . . . GREAT!!! Make your corrections neat and legible. Then turn the purchase order in to your instructor for approval and a grade.

GO ON TO ACTIVITY THREE. ⟶ ⟶ ⟶

Activity 3

Remember to print and be very careful in copying down the exact information. It is a lot easier to do it right the first time.

Mrs. Betty Bacon in the Homemaking Department wants the following items from the Warehouse:

3	Dust pans 12"
3	Plastic Brooms
1	pkg. Steel wool - medium
900	Straight pins - 1 1/16 inch
6	1/2" oxhair brushes
½	dz. 3/4" oxhair bruches
1	cs. Scouring Cleanser
5	gl. Hand liquid soap
21	Expense reimbursement requests

When you have checked and double checked your form and you are sure that it is 100% correct, turn this purchase order in to your instructor.

THE SUPPLY CATALOG,
STUDENT MANUAL PAGE 14

Activity 4

Complete this Purchase Order in the usual manner.

Let's try an order for the Business Training Department. Ms. Biz, the department head, wishes to order the following from San Jose Office Supply:

2	Scissors 9"
6	Staple removers
2 dz.	Typewriter ribbons for the IBM Selectric, nylon
1000	Message forms
4	Teacher plan books
12 cans	Hand Cleaner
1 case	Ditto paper, Goldenrod
1000	Memo routing slips
2	Black Board Cleaner
1 bx	Envelopes, white, letter size, 4 1/8 x 9 1/2
100 rolls	Adding machine tape, 3 1/2"
5 bx	Assorted rubber bands
7 pkgs	Razer blades, single edge
10	Notebooks, stenograph
1	Teypwriter Cleaner
1 dz	Ditto Correction fluid
1 bx	File labels – canary – roll
12	Type erasers, pencil style and brush
10 bx	Dittos, Duplicating Masters, 8 1/2 x 11 1/2

When you are sure that this order is filled out correctly, turn it in to your instructor for a grade. GOOD LUCK!

How did you do????? 100% correct! I knew that you could do it.

GREAT!

See what a little confidence in yourself can do.

You are just about through with this unit. All you have to do is answer a few questions, fill in one more order form, and you are done. That is take your Post-Test.

Do you need to do any reviewing? Now may be a good time. Remember to pass this unit you must get a score of 90% or better.

There are many types of Purchase Order forms and supply catalogs. Now that you have done these activities with such ease and accuracy, future work with different catalogs will be a snap for you. Remember that when you use a catalog it is accuracy and attention to details that you really need to practice.

Turn in this manual and any working papers that you have. Get a copy of the POST-TEST from your teacher and let's really see what you have learned.

WOW, I AM DONE AND I DID IT REALLY WELL.

6% TAX SCHEDULE

Transaction	Tax	Transaction	Tax	Transaction	Tax
.01- .10	.00	8.42- 8.58	.51	16.92-17.08	1.02
.11- .22	.01	8.59- 8.74	.52	17.09-17.24	1.03
.23- .39	.02	8.75- 8.91	.53	17.25-17.41	1.04
.40- .56	.03	8.92- 9.08	.54	17.42-17.58	1.05
.57- .73	.04	9.09- 9.24	.55	17.59-17.74	1.06
.74- .90	.05	9.25- 9.41	.56	17.75-17.91	1.07
.91- 1.08	.06	9.42- 9.58	.57	17.92-18.08	1.08
1.09- 1.24	.07	9.59- 9.74	.58	18.09-18.24	1.09
1.[illegible]	.08	9.75- 9.91	.59	18.25-18.41	1.10
1.42- 1.58	.09	9.92-10.08	.60	18.42-18.58	1.11
1.59- 1.74	.10	10.09-10.24	.61	18.59-18.74	1.12
1.75- 1.91	.11	10.25-10.41	.62	18.75-18.91	1.13
1.92- 2.08	.12	10.42-10.58	.63	18.92-19.08	1.14
2.09- 2.24	.13	10.59-10.74	.64	19.09-19.24	1.15
2.25- 2.41	.14	10.75-10.91	.65	19.25-19.41	1.16
2.42- 2.58	.15	10.92-11.08	.66	19.42-19.58	1.17
2.59- 2.74	.16	11.09-11.24	.67	19.59-19.74	1.18
2.75- 2.91	.17	11.25-11.41	.68	19.75-19.91	1.19
2.92- 3.08	.18	11.42-11.58	.69	19.92-20.08	1.20
3.09- 3.24	.19	11.59-11.74	.70	20.09-20.24	1.21
3.25- 3.41	.20	11.75-11.91	.71	20.25-20.41	1.22
3.42- 3.58	.21	11.92-12.08	.72	20.42-20.58	1.23
3.59- 3.74	.22	12.09-12.24	.73	20.59-20.74	1.24
3.75- 3.91	.23	12.25-12.41	.74	20.75-20.91	1.25
3.92- 4.08	.24	12.42-12.58	.75	20.92-21.08	1.26
4.09- 4.24	.25	12.59-12.74	.76	21.09-21.24	1.27
4.25- 4.41	.26	12.75-12.91	.77	21.25-21.41	1.28
4.42- 4.58	.27	12.92-13.08	.78	21.42-21.58	1.29
4.59- 4.74	.28	13.09-13.24	.79	21.59-21.74	1.30
4.75- 4.91	.29	13.25-13.41	.80	21.75-21.91	1.31
4.92- 5.08	.30	13.42-13.58	.81	21.92-22.08	1.32
5.09- 5.24	.31	13.59-13.74	.82	22.09-22.24	1.33
5.25- 5.41	.32	13.75-13.91	.83	22.25-22.41	1.34
5.42- 5.58	.33	13.92-14.08	.84	22.42-22.58	1.35
5.59- 5.74	.34	14.09-14.24	.85	22.59-22.74	1.36
5.75- 5.91	.35	14.25-14.41	.86	22.75-22.91	1.37
5.92- 6.08	.36	14.42-14.58	.87	22.92-23.08	1.38
6.09- 6.24	.37	14.59-14.74	.88	23.09-23.24	1.39
6.25- 6.41	.38	14.75-14.91	.89	23.25-23.41	1.40
6.42- 6.58	.39	14.92-15.08	.90	23.42-23.58	1.41
6.59- 6.74	.40	15.09-15.24	.91	23.59-23.74	1.42
6.75- 6.91	.41	15.25-15.41	.92	23.75-23.91	1.43
6.92- 7.08	.42	15.42-15.58	.93	23.92-24.08	1.44
7.09- 7.24	.43	15.59-15.74	.94	24.09-24.24	1.45
7.25- 7.41	.44	15.75-15.91	.95	24.25-24.41	1.46
7.42- 7.58	.45	15.92-16.08	.96	24.42-24.58	1.47
7.59- 7.74	.46	16.09-16.24	.97	24.59-24.74	1.48
7.75- 7.91	.47	16.25-16.41	.98	24.75-24.91	1.49
7.92- 8.08	.48	16.42-16.58	.99	24.92-25.08	1.50
8.09- 8.24	.49	16.59-16.74	1.00	25.09-25.24	1.51
8.25- 8.41	.50	16.75-16.91	1.01	25.25-25.41	1.52

6% TAX SCHEDULE

TAX SCHEDULE

Transaction	Tax	Transaction	Tax	Transaction	Tax
25.42-25.58	1.53	33.92-34.08	2.04	42.42-42.58	2.55
25.59-25.74	1.54	34.09-34.24	2.05	42.59-42.74	2.56
25.75-25.91	1.55	34.25-34.41	2.06	42.75-42.91	2.57
25.92-26.08	1.56	34.42-34.58	2.07	42.92-43.08	2.58
26.09-26.24	1.57	34.59-34.74	2.08	43.09-43.24	2.59
26.25-26.41	1.58	34.75-34.91	2.09	43.25-43.41	2.60
26.42-26.58	1.59	34.92-35.08	2.10	43.42-43.58	2.61
26.59-26.74	1.60	35.09-35.24	2.11	43.59-43.74	2.62
26.75-26.91	1.61	35.25-35.41	2.12	43.75-43.91	2.63
26.92-27.08	1.62	35.42-35.58	2.13	43.92-44.08	2.64
27.09-27.24	1.63	35.59-35.74	2.14	44.09-44.24	2.65
27.25-27.41	1.64	35.75-35.91	2.15	44.25-44.41	2.66
27.42-27.58	1.65	35.92-36.08	2.16	44.42-44.58	2.67
27.59-27.74	1.66	36.09-36.24	2.17	44.59-44.74	2.68
27.75-27.91	1.67	36.25-36.41	2.18	44.75-44.91	2.69
27.92-28.08	1.68	36.42-36.58	2.19	44.92-45.08	2.70
28.09-28.24	1.69	36.59-36.74	2.20	45.09-45.24	2.71
28.25-28.41	1.70	36.75-36.91	2.21	45.25-45.41	2.72
28.42-28.58	1.71	36.92-37.08	2.22	45.42-45.58	2.73
28.59-28.74	1.72	37.09-37.24	2.23	45.59-45.74	2.74
28.75-28.91	1.73	37.25-37.41	2.24	45.75-45.91	2.75
28.92-29.08	1.74	37.42-37.58	2.25	45.92-46.08	2.76
29.09-29.24	1.75	37.59-37.74	2.26	46.09-46.24	2.77
29.25-29.41	1.76	37.75-37.91	2.27	46.25-46.41	2.78
29.42-29.58	1.77	37.92-38.08	2.28	46.42-46.58	2.79
29.59-29.74	1.78	38.09-38.24	2.29	46.59-46.74	2.80
29.75-29.91	1.79	38.25-38.41	2.30	46.75-46.91	2.81
29.92-30.08	1.80	38.42-38.58	2.31	46.92-47.08	2.82
30.09-30.24	1.81	38.59-38.74	2.32	47.09-47.24	2.83
30.25-30.41	1.82	38.75-38.91	2.33	47.25-47.41	2.84
30.42-30.58	1.83	38.92-39.08	2.34	47.42-47.58	2.85
30.59-30.74	1.84	39.09-39.24	2.35	47.59-47.74	2.86
30.75-30.91	1.85	39.25-39.41	2.36	47.75-47.91	2.87
30.92-31.08	1.86	39.42-39.58	2.37	47.92-48.08	2.88
31.09-31.24	1.87	39.59-39.74	2.38	48.09-48.24	2.89
31.25-31.41	1.88	39.75-39.91	2.39	48.25-48.41	2.90
31.42-31.58	1.89	39.92-40.08	2.40	48.42-48.58	2.91
31.59-31.74	1.90	40.09-40.24	2.41	48.59-48.74	2.92
31.75-31.91	1.91	40.25-40.41	2.42	48.75-48.91	2.93
31.92-32.08	1.92	40.42-40.58	2.43	48.92-49.08	2.94
32.09-32.24	1.93	40.59-40.74	2.44	49.09-49.24	2.95
32.25-32.41	1.94	40.75-40.91	2.45	49.25-49.41	2.96
32.42-32.58	1.95	40.92-41.08	2.46	49.42-49.58	2.97
32.59-32.74	1.96	41.09-41.24	2.47	49.59-49.74	2.98
32.75-32.91	1.97	41.25-41.41	2.48	49.75-49.91	2.99
32.92-33.08	1.98	41.42-41.58	2.49	49.92-50.08	3.00
33.09-33.24	1.99	41.59-41.74	2.50	50.09-50.24	3.01
33.25-33.41	2.00	41.75-41.91	2.51	50.25-50.41	3.02
33.42-33.58	2.01	41.92-42.08	2.52		
33.59-33.74	2.02	42.09-42.24	2.53		
33.75-33.91	2.03	42.25-42.41	2.54		

6% TAX SCHEDULE

SUPPLY CATALOG

Y.O.U.R. District Purchase Order form
Instruction For Use . . .

BREAKDOWN OF FORM BY ITEM

A. School or Location No.:

The two digit numbers assigned to that particular destination to which the book, supplies, or equipment are to be delivered.

B. Department No.:

The three digit number assigned to the particular department placing the order.

C. Date:

The date the form is made out. Indicate if for other than the current school year.

D. Confirming P.O. :

The Purchase Order No. will be issued by the Finance Department at a later time – you will not need to complete these activities.

E. Page No.____of____pages:

Number the pages sequentially for each order to the same vendor.

F. Submitted by:

The name of the person placing the order (you).

G. Principal:

Authorized Supervisor.

H. Item No.:

Assign a number to each item beginning at one (1). If more than one line is used to order one item all lines will have the same item number.

I. Quantity:

The quantity (number) desired.

Y.O.U.R. District Purchase Order Form
Instruction for use
Breakdown of Form by Item, continued

J. Unit of Measure:

The unit of measure under which the item is ordered. Please list the same way as in the catalog.

K. Catalog No.:

Y.O.U.R. Supply Catalog number.
Y.O.U.R. Text & Supplement Book catalog.
Catalog number for outside order if applicable.

L. Description:

List the description and vendor specifications.

M. Unit Price:

How much each item costs.

N. Total Price:

Make all extensions and then total.

TYPE OR PRINT PLAINLY!

NOTE: This catalog is used to order from the following companies:

Al's Sporting Goods
California Chemical Company
San Jose Office Supply
Y.O.U.R. Warehouse

SUPPLY CATALOG

STOCK NO.	UNIT PRICE	U/M	ITEM * * * * * * * * * * * * * * * * DESCRIPTION
W752068	14.03	EA	Alum For Swimming Pools 100• /sk
W752069	1.00	EA	Bag Laundry Lt. Wt. for Towels
W660101	.27	BX	Band Rub Asstd 4 oz/bx
W660103	.27	BX	Band Rub 14 2x1/16 4 oz/bx
E660105	.27	BX	Band Rub 18 3x1/16 4 oz/bx
W821127	2.65	BX	Bandage Gauze Pad 4x4
W821131	.40	BX	Bandage Triangular
W821139	.65	BX	Bandaids 3/4 inch 100/bx
W752070	1.32	EA	Baseball, Rubber Covered, 12 inch Jr. High + High School
W752071	1.32	EA	Baseball, Rubber Covered, 12 inch for K–6
W752182	5.86	EA	Basketball Sr. Ofcl
W752190	5.70	EA	Basketsball Jr. Ofcl
W660307	.38	EA	Binder Acco Press, Black 8 1/2 x 11
W660308	1.42	EA	Binder Rhino-Flex 11 x 14 7/8 for IBM listings
W660311	.11	PKG	Blades, Razor single edge
W730101	2.25	PKG	Book Comp 6 x 9, 12/pkg
W730103	.56	EA	Book, Teacher Plan 11 x 9 3/8
W340902	2.05	EA	Broom Household Type Plastic
W340920	1.15	EA	Brush Counter Cust 9 in.
W340940	.60	EA	Brush Deck Scrub 9 in

SUPPLY CATALOG

STOCK NO.	UNIT PRICE	U/M	ITEM * * * * * * * * * * * * * * * * DESCRIPTION
W340942	2.60	EA	Brush Floor 14 in 4 in Bristle
W131205	2.42	DZ	Brush Oxhair 1/2 inch
W131207	4.55	DZ	Brush Oxhair 3/4 inch
W131301	6.15	DZ	Brush Oxhair 1 inch
W660790	.25	EA	Brush Typewriter
W131711	2.30	DZ	Brush Water Color Sz 2
W131715	2.68	DZ	Brush Water Color Sz 4
W131721	3.33	DZ	Brush Water Color Sz 7
W131731	6.65	DZ	Brush Water Color Sz 12
W341109	14.60	EA	Bucket Mop W/Caster 35 Qt.
W341303	4.45	EA	Can Garbage 45 Gl W/O lid
W341305	3.70	EA	Can Trash 50 Gal Lt. Wt. Green Metal
W132211	1.56	EA	Clay Moist Buff Firing for Throw and Sculpture 25/lb. sk.
W132213	1.58	EA	Clay Moist Red Burning for Throw and Sculpture Ter. Cut. 25/lb Sk.
W341518	2.10	EA	Cleaner Blackboard ZEP
W661358	.80	EA	Cleaner Glass Masterfax 6 oz.
W661350	1.22	EA	Cleaner Hand, Pressurized 10 oz. can
W341517	8.80	EA	Cleaner Mop Treat 5 Gal Hillyard
W341514	13.72	EA	Cleaner Rug Shampoo 5 Gal
W661356	.50	EA	Cleaner Typewrite, 2 oz.
W341516	1.35	QT	Cleaner Vomit Odor Control Compound Qt
W341519	7.50	CS	Cleanser Comet 48/cs
E822109	2.50	PKG	Cotton Balls 2000/pkg Sterilized Med. Size

SUPPLY CATALOG

STOCK NO.	UNIT PRICE	U/M	ITEM * * * * * * * * * * * * * * * * * DESCRIPTION
W752191	4.11	EA	Diatomaceous Earth for Swimming Pools 50 sz.
W822401	.05	EA	Dropper Medicine
W661629	2.72	BX	Envelopes, Large letter sz, 4 1/8 x 9 1/2, 500/bx, White
W661631	6.00	BX	Envelopes Open-end, Glue Flap, 6 x 9, 500/bx
W661633	3.00	BX	Envelopes White, Printed 6¾, 500/bx
W661635	2.95	BX	Envelopes White Printed S 24 No. 10 500/bx
W661637	3.70	BX	Envelopes White Printed Cutlook, s24, No. 10 500/bx
W661670	.55	EA	Eradicator Ink 2 solutions
W661705	.14	EA	Eraser Typewriter Pencil Shaped w/brush
W260566	.02	ST	Expense Reimbursement Request 3/st
W260576	.01	EA	First Aid Notice
W661940	.81	EA	Fluid Correction Ditto
W661960	.32	EA	Fluid Correction Mimeo
W661980	1.05	GL	Fluid Duplicating
W661981	17.09	CS	Fluid Electronix for Savin Machine 200-220-230
W752330	6.70	EA	Football Rubber Covered Ofcl Size
W752331	6.70	EA	Football Rubber Covered Intermediate Size PFC-4 Pen
W752334	6.01	EA	Football Rubber Covered Jr. Ofcl Size
W260581	.25	PD	Grade Change NCR 100/pd

SUPPLY CATALOG

STOCK NO.	UNIT PRICE	U/M	ITEM * * * * * * * * * * * * * * * * DESCRIPTION
W134999	3.17	BT	Ink, India Black 16 oz.
W330801	.41	EA	Knife Putty 1½ in
W662543	.30	BX	Labels roll Cherry 250/bx
W662545	.30	BX	Labels Roll Manila 250/bx
W662547	.30	BX	Labels Roll Canary 250/bx
W343106	1.95	EA	Lamp Flood 25W 6V Seal Beam for Auxiliary Unit
W151252	.65	EA	Lamp Exiter BG8
W151253	3.32	EA	Lamp Filmstrip Projectors DEK or CFW 500W
W151254	2.42	EA	Lamp Flimstrip Projectors CZX 500W
W151257	3.21	EA	Lamp Opaque and Ovehead Projectors DRS 1000w
W662596	1.50	EA	List Finder Telephone A – Z
W662601	2.15	BX	Master Duplicating, Ditto, 8½ x 11 100/bx
W662603	3.20	BX	Master Duplicating, Ditto, 8½ x 14 100/bx
W260749	.05	PD	Memo Routing Slip 100/pd
W260756	.20	PD	Message Pads 5¼ x 8½ 100/pad
			Notebook Stenographer 6 x 9
W343770	.84	EA	Pan Dust 12 inch
W343772	1.69	EA	Pan Dust 16 inch
W793147	.12	EA	Paper Crepe Mint Green 20 in x 84 fold
W822403	3.50	EA	Paper Dispenser for Exam Table Paper

STOCK NO.	UNIT PRICE	U/M	ITEM * * * * * * * * * * * * * * * * DESCRIPTION
W793701	.98	RM	Paper Ditto Pink 8 1/2 x 11, 20 wt, Case of 10 reams
W793703	1.61	RM	Paper Ditto Salmon 8 1/2 x 11, 20 wt., Case of 10 reams
W793705	.98	RM	Paper Ditto Gldrod 8 1/2 x 11, 20 wt., Case of 10 reams
W793707	.98	RM	Paper Ditto Blue 8 1/2 x 11, 20 wt., Case of 10 reams
W822402	.97	RL	Paper Medics Examination Table Smooth
W795301	.91	RM	Paper Mimeo 8 1/2 x 11 White, 20 wt., Case of 10 reams
W795501	.76	RM	Paper Mimeo 8 1/2 x 11 White, 16 wt., Case of 10 reams
W795503	.90	RM	Paper Mimeo 8 1/2 x 13 White, 16 wt., Case of 10 reams
W795505	.97	RM	Paper Mimeo 8 1/2 x 14 White, 16 wt., Case of 10 reams
W795507	1.00	RM	Paper Mimeo 8 1/2 x 11 White 3 hole punched 20 wt., Case of 10 reams
W795509	1.08	RM	Paper Mimeo 8 1/2 x 13 White, 20 wt., Case of 10 reams
W795511	1.16	RM	Paper Mimeo 8 1/2 x 14 White, 20 wt., Case of 10 reams
W790721	.11	RL	Paper Tape Add Mach 2 1/4
W790723	.20	RL	Paper Tape Add Mach 2 1/2
W790725	.20	RL	Paper Tape Add Mach 2 3/4
W790727	.17	RL	Paper Tape Add Mach 3 3/8
W790729	.17	RL	Paper Tape Add Mach 3 1/2
W790731	.30	RL	Paper Tape Add Mach 3 7/8
W663127	12.90	BX	Paper Thermo-Fax Copy Standard Buff Type E-11, 8 1/2 x 11, 500/bx
W663128	3.10	BX	Paper Thermo-Fax Spirit Masters, Purple, 8 1/2 x 11, 100/bx
W663129	1.30	EA	Paper Thermo-Fax Spirit Master Carrier
W343901	11.45	CS	Paper Toilet Single Fold 4 1/2 x 5

THE SUPPLY CATALOG
CATALOG PAGE 6

SUPPLY CATALOG

STOCK NO.	UNIT PRICE	U/M	ITEM * * * * * * * * * * * * * * * * * DESCRIPTION
W663311	.08	EA	Pen, Ball point, red fine
W733701	.50	DZ	Pencil Checking Blue
W733703	.50	DZ	Pencil Checking Red
W733705	3.60	GR	Pencil Primary, Large Lead
W733713	.21	DZ	Pencil Soft, No. 2, Rubber Tipped
W664001	.55	BX	Pin 1-inch 100/bx
W664020	.22	TB	Pin Straight, 1 1/16, No. 17, 300/tub
W664102	.28	EA	Remover Staple
W664227	.45	EA	Ribbon Typewriter Carbon IBM Electric Std.
W664233	.66	EA	Ribbon Typewriter Black Royal 2 Spool
W664235	1.00	EA	Ribbon Typewriter Black Nylon, Selectric IBM
W664243	.40	EA	Ribbon Typewriter Blk Royal
W820101	.20	PT	Rubbing Alcohol
W131805	.18	EA	Rubber Cement 1 1/2 oz
W736501	.28	EA	Scissor Blunt Left Hand 4 inch
W[illegible]36503	.40	EA	Scissor Blunt 4½ inch
W736505	.43	EA	Scissor Semi-sharp 5 inch
W736507	.33	EA	Scissor Sharp Left Hand 5 inch
W736509	1.23	EA	Scissor Plain 9 inch
W344705	.13	EA	Soap Bar Hand
W344707	.69	PKG	Soap Boraxo Powder 10 Pkg/case
W344701	5.30	EA	Soap Liquid 5 Gal Hand

STOCK NO.	UNIT PRICE	U/M	ITEM * * * * * * * * * * * * * * * * DESCRIPTION
W344703	31.01	EA	Soap Liquid 30 Gal Drum Hand
W344709	.85	PKG	Soap Luron Powder 10 Pkg/case
W139501	.55	EA	Starch Liquid Concentrate Vano ½ Gal
W129009	.50	PKG	Steel Wool lb/pkg No. 0 fine
W129013	.50	PKG	Steel Wool lb/pkg No. 1 Med
W129019	.50	PKG	Steel Wool lb/pkg No. 2 Coarse
W754191	13.45	EA	Stop Watch
W260733	.02	EA	Student Data Transmittal Form GR-7-12
W260735	.35	PD	Student Data Transmittal Form GR K–6, 50/pd
W754290	5.96	EA	Tetherball
W737501	.90	EA	Thermometer Wall type, 8 inch
W754808	4.80	EA	Volley Ball rubber outdoor
W754836	9.97	EA	Volley Ball net 25 ft. outdoor
W757426	.73	EA	Whistle metal
W665701	3.20	PKG	Wrapper file, mimeograph 100/pkg
W737901	.53	EA	Yardstick Plain edge Brass ends w/eyelets
W139947	.82	EA	Yarn, assorted color 4 oz.
W827401	.37	BT	Zephiran Chloride 8 fl oz

I FOUND IT !

THE ZIP CODE DIRECTORY

Written by

COLEEN WILLIAMS
Instructor

Kennedy High School
Fremont, California

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This document was prepared by the Office of the Contra Costa County Superintendent of Schools in cooperation with the California State Department of Education in a project funded under the Vocational Education Act, Public Law 90-576. The content does not necessarily reflect the position or policy of the U. S. Office of Education, Department of Health, Education, and Welfare, and no official endorsement of that office should be inferred.

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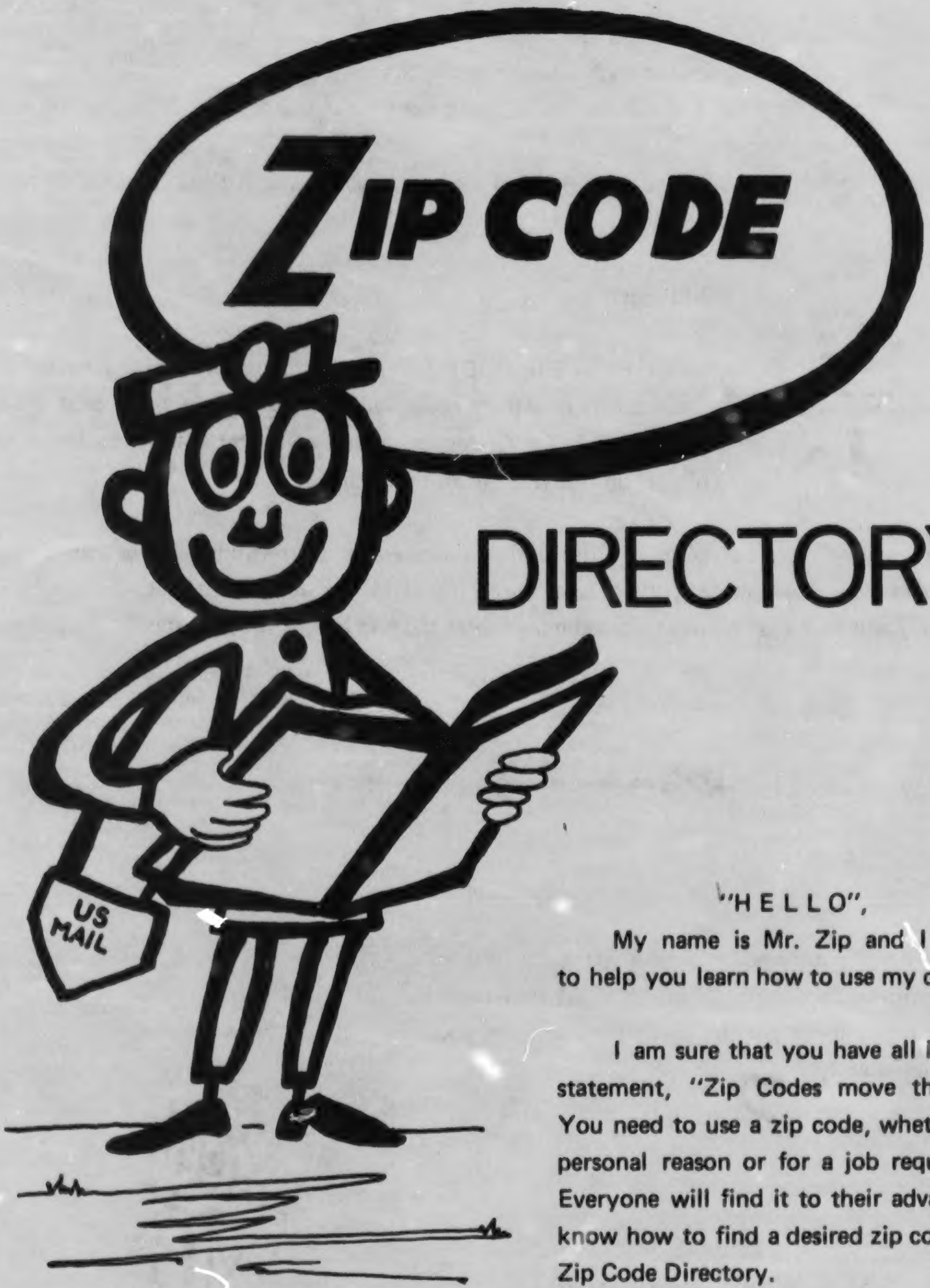
ZIPCodeDirectory



ZIP CODE DIRECTORY

"H E L L O",

My name is Mr. Zip and I am here to help you learn how to use my directory.

I am sure that you have all heard the statement, "Zip Codes move the mail". You need to use a zip code, whether for a personal reason or for a job requirement. Everyone will find it to their advantage to know how to find a desired zip code in the Zip Code Directory.

This unit is important to you because: (1) Everything that goes through the mail must have a zip code on it. (2) The Zip Code Directory contains other valuable information, such as addresses of important buildings, hotels, and colleges, etc. (3) The new two letter abbreviations for each state are given in this directory.

What You Will Learn To Do

1. Look up Zip Code numbers quickly.
2. Know what each number in the zip code means.
3. Find the new state abbreviations, and learn what they are for several states.
4. Locate the addresses of hotels, government offices, hospitals, colleges in larger cities.

and much more.

GET A ZIP CODE DIRECTORY and an Activity Packet from your teacher. All answers will be *written* in your best possible handwriting. Zip Codes, numbers, all material must be legible! But please, do not write in this manual.

In this manual, you will be given information followed by a questions or questions to be answered. Write your answers on your answer sheet found in the activity packet. Self-check your answers. You will find the answers to teach question at the end of this first section.

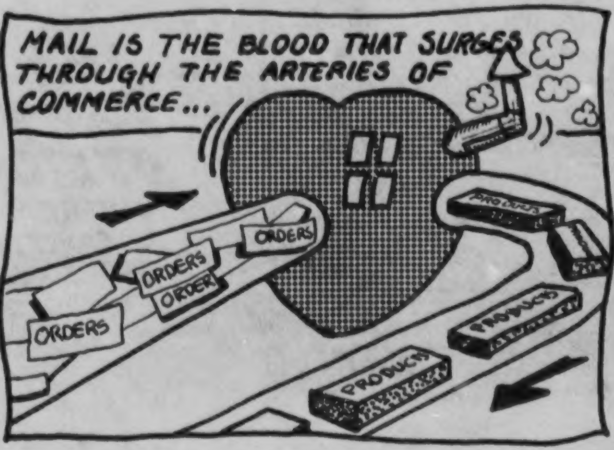
If your answer is correct → PROCEED.

Should your answer be wrong, go back and reread the information again. If you do not understand a questions, or cannot get the correct answer, see your teacher immediately.

Ready? LET'S READ WHAT I HAVE TO SAY
ON THE SUBJECT . . . .

MAIL
MOVES THE COUNTRY
ZIP CODE
MOVES THE MAIL

THE POSTAL SERVICE DELIVERS WELL OVER 80 BILLION MESSAGES EACH YEAR


MAIL IS THE BLOOD THAT SURGES THROUGH THE ARTERIES OF COMMERCE...
ORDERS
ORDERS
ORDER
ORDERS
PRODUCTS
PRODUCTS
PRODUCTS

... THE TIE THAT BINDS FAMILIES AND FRIENDS
Dear Folks, I Passed. Send money Love, your Son

AND MR. ZIP'S MODERN POST OFFICE DEPARTMENT MAKES IT POSSIBLE.
US POST OFFICE DEPARTMENT

REMEMBER TO MAIL EARLY IN THE DAY BEFORE PLANES, TRAINS AND TRUCKS LEAVE.

YOUR LETTER GOES FROM HERE...
US MAIL

...WITH OTHER MAIL GOING TO THE SAME ZIP CODED AREA.
U.S. MAIL
60635

...RIGHT TO THE POST OFFICE
WHERE IT IS CANCELLED, SORTED, AND SACKED...
US MAIL

IN SOME LARGE POST OFFICES, EQUIPMENT READS AND SORTS MACHINE PRINTED ZIP CODED ADDRESSES ON LETTERS

LARGE VOLUMES OF BUSINESS MAIL ALREADY PRESORTED BY THE CODES BYPASS THE POST OFFICE AND GO STRAIGHT TO THE TRANSPORTATION TERMINAL.
US MAIL
POST OFFICE
AIRPORT

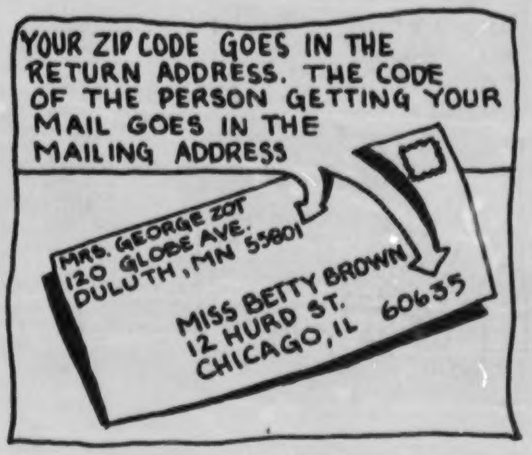
TODAY, NEARLY ALL LONG DISTANCE FIRST CLASS MAIL GOES BY AIR
U.S. MAIL
U.S. MAIL

THERE IS A FIVE NUMBER CODE FOR EVERY ADDRESS

20260

THIS IS THE ZIP CODE FOR THE POSTMASTER GENERAL'S ADDRESS IN WASHINGTON, D.C.

POST OFFICES CAN SORT MAIL WITH MORE SPEED BECAUSE OF ZIP CODE


YOUR ZIP CODE GOES IN THE RETURN ADDRESS. THE CODE OF THE PERSON GETTING YOUR MAIL GOES IN THE MAILING ADDRESS
MRS. GEORGE ZOT
120 GLOBE AVE.
DULUTH, MN 55801
MISS BETTY BROWN
12 HURD ST.
CHICAGO, IL 60635

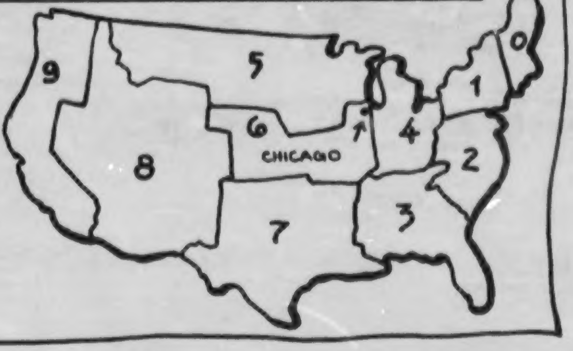
HERE'S HOW *ZIP CODE* WORKS

SUPPOSE THE ZIP CODE IS 60635

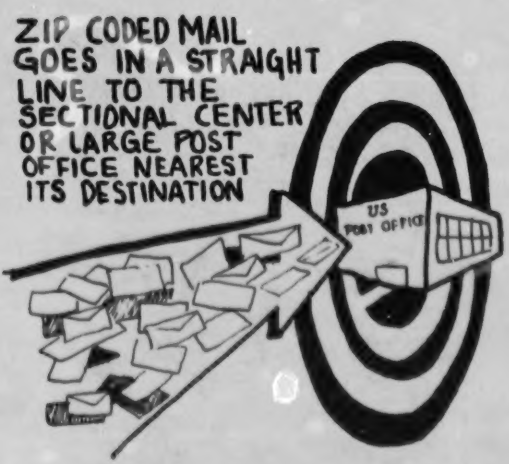
THE "6" SAYS IT GOES TO THE MIDWEST.

THE "06" NARROWS IT DOWN TO CHICAGO.

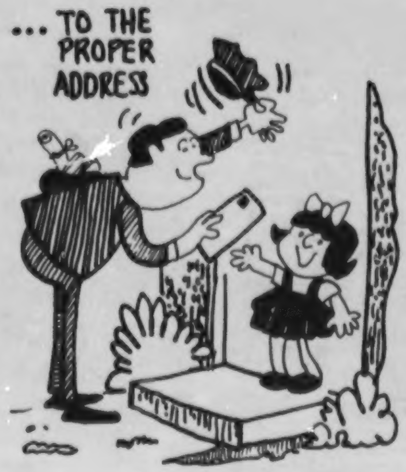
"35" PINPOINTS A LOCAL POST OFFICE... THIS ELIMINATES MANY HANDLINGS. THE LETTER IS SORTED FASTER AND SENT MORE DIRECTLY TO ITS DESTINATION.



THEN IT'S ON ITS WAY...


ZIP CODED MAIL GOES IN A STRAIGHT LINE TO THE SECTIONAL CENTER OR LARGE POST OFFICE NEAREST ITS DESTINATION
US POST OFFICE

NEXT STOP, THE LOCAL POST OFFICE WHERE A LETTER CARRIER PICKS IT UP FOR DELIVERY
US MAIL


... TO THE PROPER ADDRESS

REGULAR POSTAGE PLUS ZIP CODE... THAT'S ALL IT TAKES
MRS. GEORGE ZOT
120 GLOBE AVE
DULUTH, MN 55801
MISS BETTY BROWN
12 HURD ST
CHICAGO, IL 60635

Don't tie up mail service
U.S. MAIL
MAIL EARLY IN THE DAY, AND USE
ZIP CODE

THE ZIP CODE DIRECTORY

For many years, the United States Post Office Department has been trying to speed up all mail delivery by streamlining its zoning procedures. In the latter part of 1962 the real breakthrough occurred with the beginning of ZIP CODE NUMBERS. The letters Z I P stand for Zone Improvement Program.

The initials Z I P stand for

DO NOT WRITE
IN ~~THIS~~ MANUAL

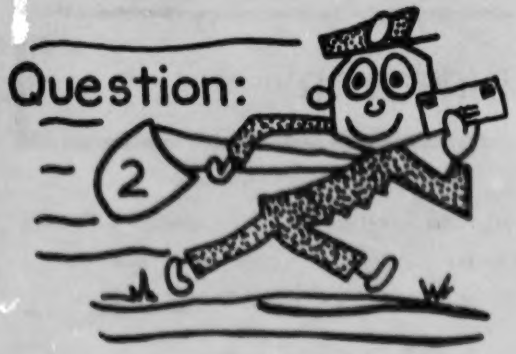
USE YOUR
ANSWER SHEET

(check your answer where?)

The Zone Improvement Program has three objectives:

1. To give better, more dependable service.
2. To hold down postal operating costs.
3. To move the mail faster.

In other words, the Zip Code is important and of value to everyone because it makes our mail go *faster* and it is *cheaper*. Zip codes are used to speed up delivery of the United States mail. Without the Zip Codes, your letter may be delayed several days because eight to ten postal employees must handle the letter.

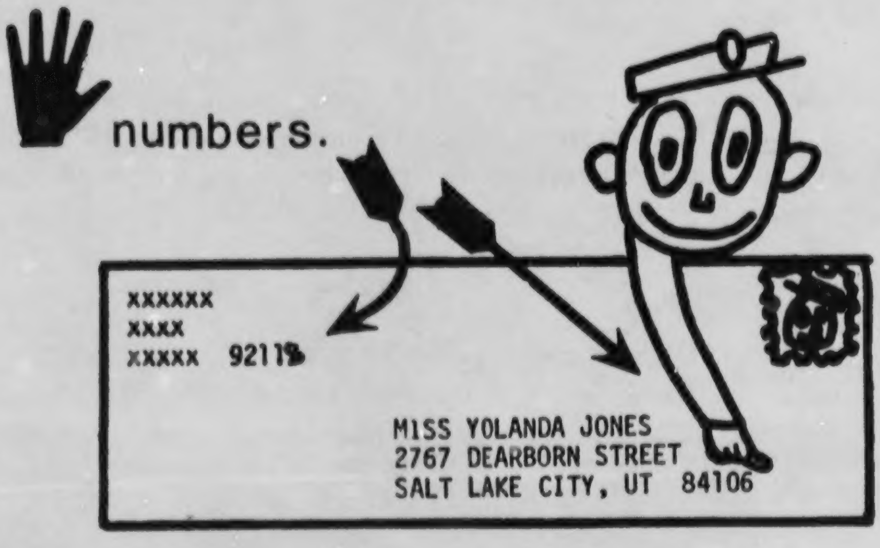


The purpose of the ZIP Code is to provide mail service that is_______________ , __________________and __________________ .

Remember — that ZIP Codes save time and money. The ZIP Code eliminates reading and sorting by many postal employees. Money is saved when unnecessary handling is eliminated. A person living in California sending a letter to Minnesota (MN) can save as much as two days of mailing time by using a ZIP Code. Properly ZIP Coded letters will normally arrive several days earlier than un-ZIP Coded letters.

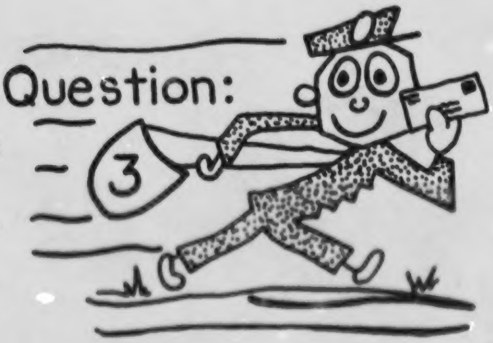
The ZIP Code uses five numbers which are easily identified by postal employees and their optical scanning equipment. The ZIP Code ALWAYS FOLLOWS the city and stated when typed or written on an envelope.

The following is an actual address:



XXXXXX
XXXX
XXXXX 92113

MISS YOLANDA JONES
2767 DEARBORN STREET
SALT LAKE CITY, UT 84106



What two numbers on the envelope at your left are the ZIP Codes?

____________________ and ____________________.

Look on the following page and notice how the United States and its territories are divided into ten (10) large geographic areas. Each area consists of three or more states or possessions and is given a number between 0 – 9. This is the first digit in any given ZIP Code.

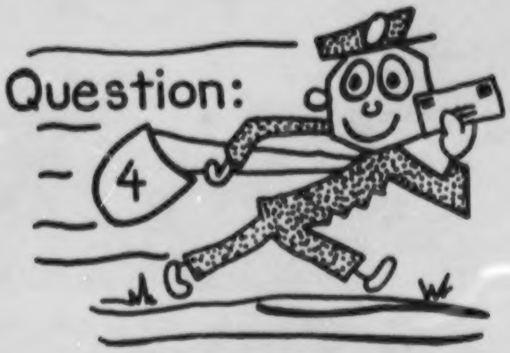
Because of favorable transportation facilities, key post offices in each area are designated as *sectional* centers. Sectional center means the center of an area. Each sectional center post office receives and distributes mail moving between post offices within its section.

Together, the first three digits of any ZIP Code number stand for a particular sectional center.

The last two digits of any ZIP Code number stand for one of the post offices in the sectional center, and the last digit stands for your area post office.

Or:

9	**4**	**5**	**38**
Area	State	City	Local Zone

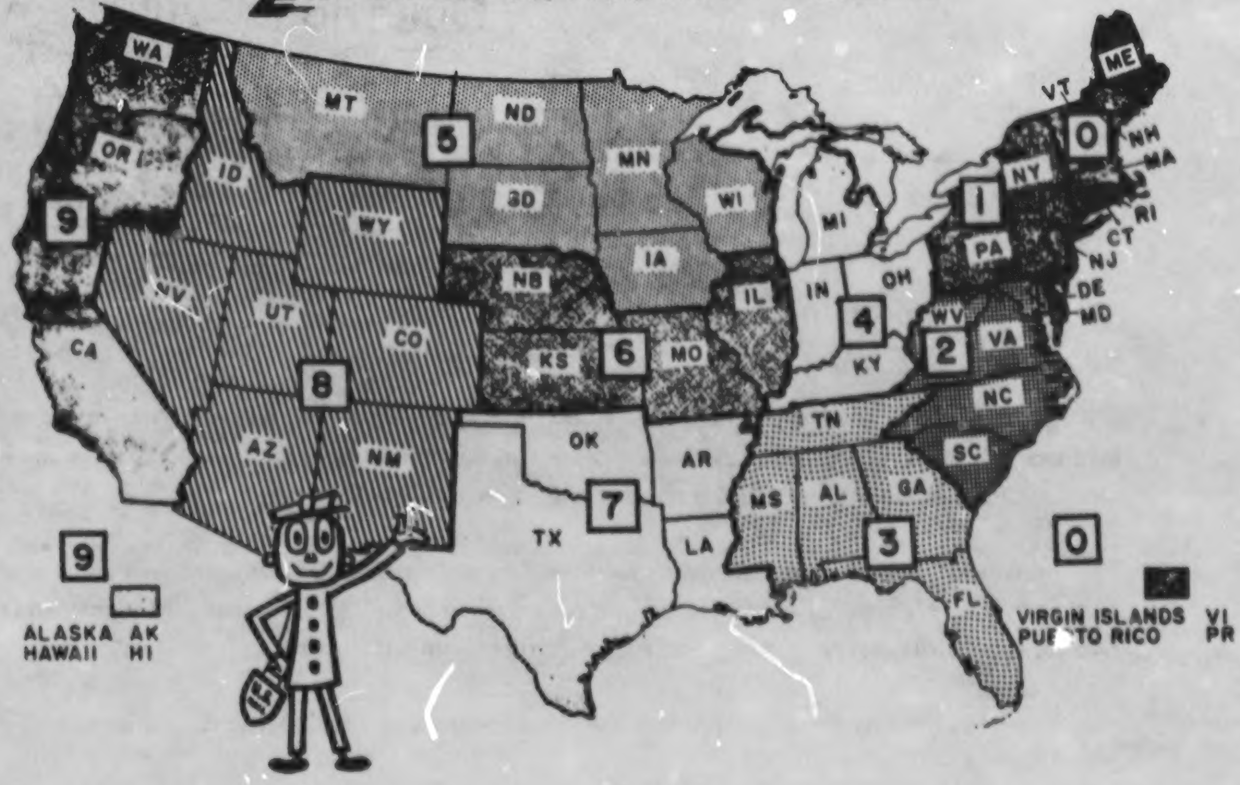


(a) If a ZIP Code started with the number 2, it would mean that the geographical area was located in the ____________________ part of the U. S.

CHOOSE the correct answer:

Northern
Eastern
Southern
Western

ZIP CODE NATIONAL AREAS



TWO-LETTER STATE ABBREVIATIONS

Alaska	AK
Alabama	AL
Arizona	AZ
Arkansas	AR
California	CA
Canal Zone	CZ
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Virgin Islands	VI
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

The above 2-letter State abbreviations in all cases have been authorized for use in conjunction with ZIP Code. These specially authorized abbreviations will be coming into increasing usage and everyone should be familiar with them. The Canal Zone, District of Columbia, Guam, Puerto Rico, and Virgin Islands are included.

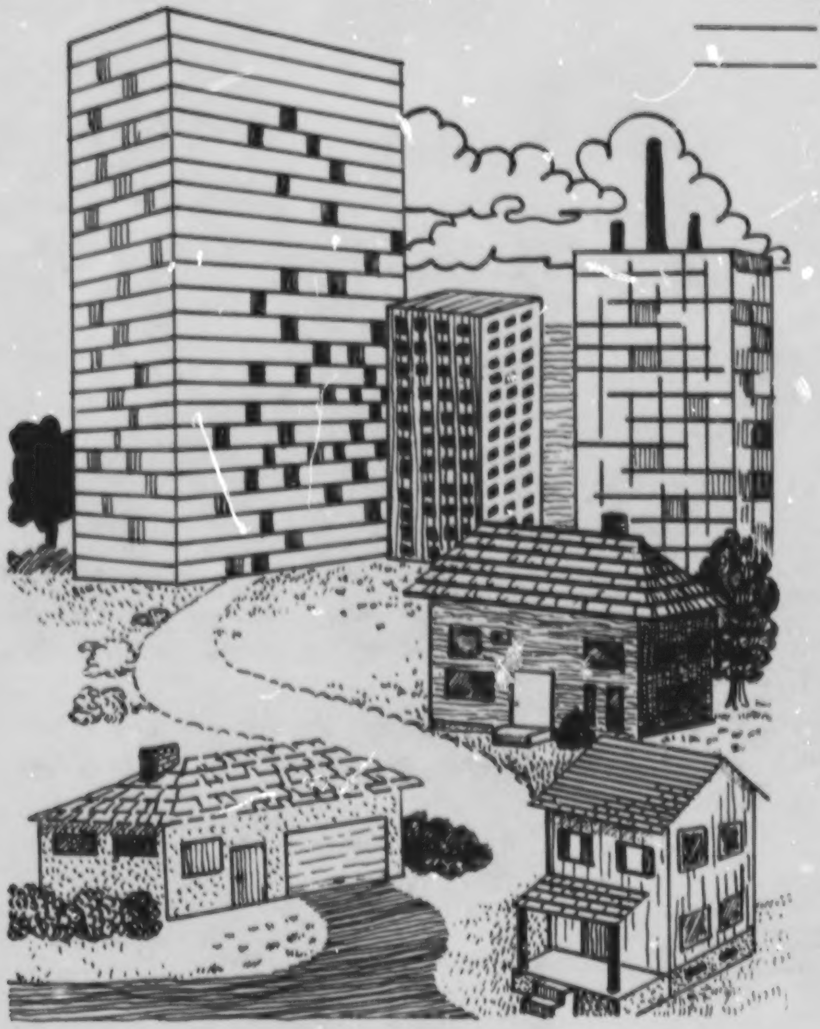
Numerals shown on map represent first number of the ZIP Code which identifies the National geographic area.

U.S. GOVERNMENT PRINTING OFFICE:

QUESTION 4 CONTINUED . . .

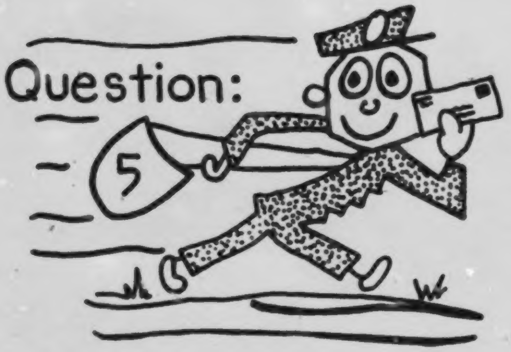
(b) Since the United States is divided into 10 geographic areas, what is the number of the geographic area assigned to the following areas or states?

________ Rhode Island
________ Texas
________ Utah
________ Virgin Islands
________ Florida
________ Virginia
________ New York



As you have seen the last two digits in a ZIP Code refer to a specific delivery zone within a city. This is commonly called a *Local Zone.* Some cities are small and have only one local Zone number.

Other cities are large and could have as many as 99 different local zones within its limits.



(a) Which of the following cities would you guess to have more than one local zone number or only one zip code for the whole city?

Los Angeles, CA
Minneapolis, MN
Toledo, OH
All of the above.

(b) How many local zone numbers or zip codes does your city have?

____

To find ZIP Codes for business and personal use, most people use a NATIONAL ZIP CODE DIRECTORY which contains the ZIP codes for all cities in the United States and its possessions. It is very easy to use as you will see.

If you do not have a copy of the ZIP Code Directory, now is the time to go and get one.

All states and territories within the ZIP Code Directory are listed alphabetically. All cities within a state are listed alphabetically.

You are working with three states: ALABAMA, ARIZONA, ALASKA.

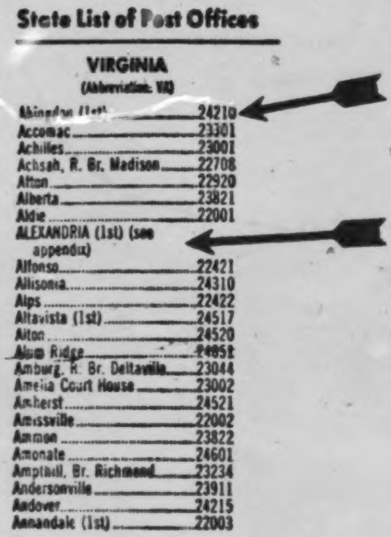
1. Which state is listed first in the Directory? ________________

2. Which state is listed second? ________

3. Which state is listed third? ________

Please turn to the very *first page* of the California listings in your directory. You will quickly see that each city is listed alphabetically. At the beginning of each state, all of the cities located in that state are listed just as the ones in California, beginning with the letters A–B–C–etc. Larger states may have many pages to list all of their cities.

State sections begin with a list of all the ________ ______ in the state. Cities are listed in what order? ________________.



State List of Post Offices

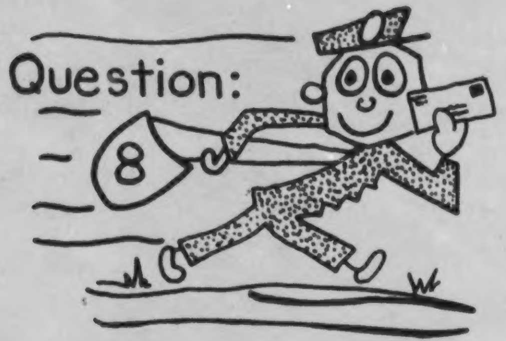
VIRGINIA
(Abbreviation: VA)

Abingdon (1st)	24210
Accomac	23301
Achilles	23001
Achsah, R. Br. Madison	22708
Afton	22920
Alberta	23821
Aldie	22001
ALEXANDRIA (1st) (see appendix)	
Alfonso	22421
Allisonia	24310
Alps	22422
Altavista (1st)	24517
Alton	24520
Alum Ridge	24091
Amburg, R. Br. Deltaville	23044
Amelia Court House	23002
Amherst	24521
Amissville	22002
Ammon	23822
Amonate	24601
Ampthill, Br. Richmond	23234
Andersonville	23911
Andover	24215
Annandale (1st)	22003

Notice that the cities located on the first page have their ZIP Code listed directly *to the right* of the listing. This means there is only *one* local zone number for that entire city.

Notice that some cities have the words *"See Appendix"* in parentheses instead of the ZIP Code number. These cities have more than one local zone number and are listed alphabetically in the appendix pages. Appendix pages are those pages that follow the state list of post offices.

Are you ON THE RIGHT track?



How many cities on the first page of California have more than one ZIP Code? ______

List the first seven.

REMEMBER DON'T
WRITE IN THIS
MANUAL

Please find the first appendix page for Anaheim, California, a city with many Zip Codes. Look at and compare Anaheim and Alhambra. You will see that Anaheim has many divisions of information (8) where Alhambra only has a couple.

The appendix for each city in the directory lists the following:

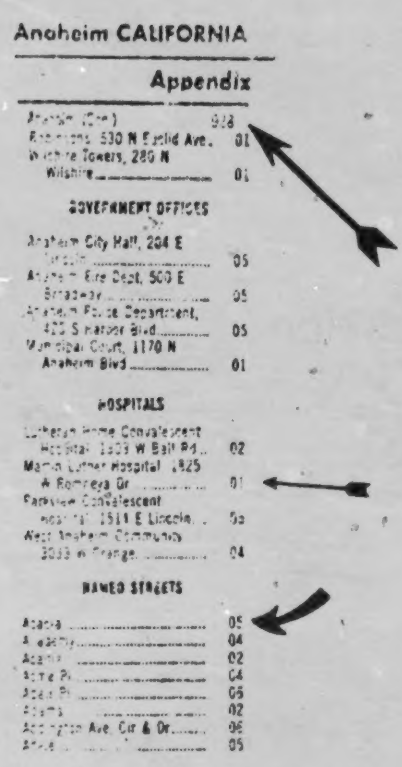
1. Post Office boxes,
2. Rural routes, (remember the T.V. show MayBerry R.F.D.?)
3. Apartments, hotels,
4. Buildings, and newspapers.
5. Hospitals.
6. Government Offices.
7. Military Installations.
8. Universities and Colleges
9. Named Streets
10. Numbered Streets.

(a) Assume you are looking for the ZIP Code of the City Hall located in Anaheim. Under what division would you look? ________________

(b) You want to write a letter to Disneyland to inquire about group rates. Under what division would you look for the correct ZIP Code?

____

(c) An advertisement in the newspaper, to which you wish to apply for a job, gives only the name and a post office box number. Under what division would you look for the ZIP? ________________



Anaheim CALIFORNIA

Appendix

[illegible]	928
[illegible] 530 N Euclid Ave.	01
Wilshire Towers, 280 N Wilshire	01
GOVERNMENT OFFICES	
Anaheim City Hall, 204 E Lincoln	05
Anaheim Fire Dept, 500 E Broadway	05
Anaheim Police Department, 425 S Harbor Blvd	05
Municipal Court, 1170 N Anaheim Blvd	01
HOSPITALS	
Lutheran Home Convalescent Hospital 1503 W Ball Rd	02
Martin Luther Hospital 1825 W Romneya Dr	01
Parkview Convalescent Hospital 1514 E Lincoln	[illegible]
West Anaheim Community 3033 W Orange	04
NAMED STREETS	
Acacia	05
[illegible]	04
[illegible]	02
[illegible]	04
[illegible]	05
Adams	02
[illegible] Ave, Cir & Dr	06
[illegible]	05

Next, look at the division, "Named Streets." Notice the two numbers to the right of each listing, for example,

Acacia . . . . . 05 In some Zip Code directories, the first three numbers of the ZIP Code 928 are found at the top of each column. The three numbers at the top of the column plus the two numbers of the division make up the ZIP CODE. The Zip Code for Acacia is 92805.

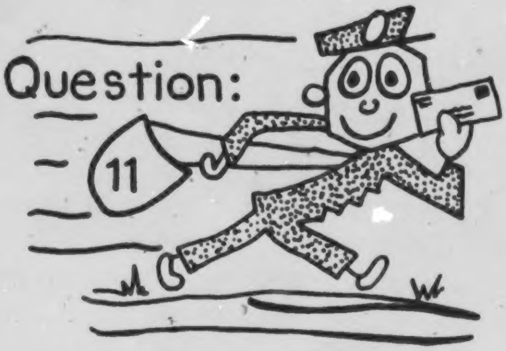
Under the division, "Hospitals," you will see Martin Luther Hospital. The two numbers to the right are 01, and the three numbers at the top of the column are 928. Therefore, the ZIP CODE IS 92801. Got it?

Looking in the first two columns of the Anaheim listing, find and complete the following addresses: street and ZIP Code.

- (a) Parkview Convalescent Hospital
- (b) Whilshire Towers Apt. Bld.
- (c) Disneyland

Assume you want to write a letter requesting information for admission to the Brigham Young University in Provo, Utah, but you do not know the ZIP Code. The *quickest* way to obtain the correct ZIP Code would be to call your local post office or to call the public library.

Each branch of the public library system has a National ZIP Code directory available and any employee will be happy to look up the information for you quickly.



(a) What is the ZIP Code for the Brigham Young University in Provo, UTah?

____

(b) The quickest way to obtain the correct address if you don't have a ZIP Code directory would be to: (list one of the following answers)

1. Call the telephone information operator
2. Call the Post Office

QUESTION 11 CONTINUED

3. Call the library.
4. Call a school counselor.
5. Look it up yourself in a ZIP Code Directory.

Another important advantage to using Zip Codes with addresses is that all states and territories can be abbreviated with *two* letters. For example, California can be written or typed CA.

What do you think the state abbreviation is for Minnesota? ____________

(Be careful, make sure you check your answer on this one.)

Turn to the page in your ZIP Code Directory entitled "Address Abbreviations" (on or about page vii). Notice where the information is found. This information is found in the front pages of your directory before the listing of states and cities. Never guess at a state abbreviation – your letter or package could be returned to you because of your error.

Also on this page are listed abbreviations for streets and for words that appear frequently in place names. Look them over!

(a) List the 2-letter state abbreviations for the following states and territories:

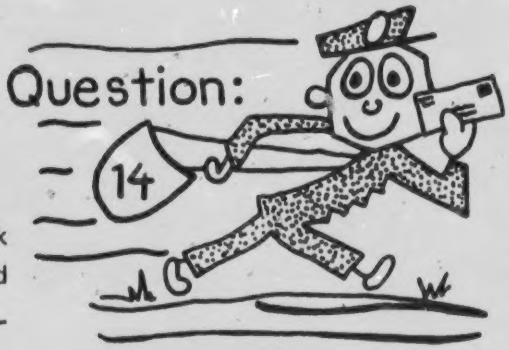
Canal Zone _________
Puerto Rico _________
New York _________
Alaska _________
Utah _________

(b) Show the abbreviations for the following words:

Ranch _________
Furnace _________
Trailer _________
Meeting _________
Seminary _________
Lakes _________

Now is a good time to check how well you can recall the information presented. Do you think you could find a ZIP CODE by yourself? Check yourself to see if you can. Let's assume you are looking for a Zip Code for the following address:

1435 Lexington Avenue
St. Louis, Mo ?????



(a) What does MO stand for?

____

(b) Where is the first place you would look after you found out what the abbreviation MO stood for? _______________________________

____

QUESTION 14 CONTINUED.

(c) Because St. Louis is a large city, no Zip Code can be found in the first pages of the listing. The notation across from St. Louis will read

____________________.

(d) What is the next step you must follow to find the correct Zip Code for St. Louis, Missouri?

____________________________.

(e) After you have found the city, you will recall that the address is 1435 Lexington Avenue. The subdivision which you would look under would be the one that is entitled

__________________________.

WHAT ARE YOU LOOKING FOR?

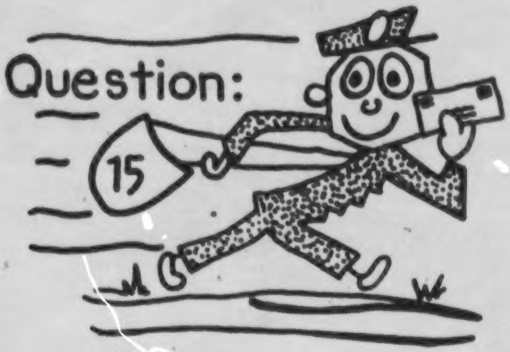
Can you remember that the three digits appearing at the top of each column should preced the two digits listed opposite the street entries? Where there are no house numbers shown, the entire street is within the area of the Zip Code indicated.

When the word "OUT" appears after a number, that number and *any higher* number on that street is within the Zip Code indicated. For example,

ZIP Code
945
Washington Ave.
1100 – OUT 03

indicates all house numbers on Washington Avenue from 1100 upward have Zip Code 94503.

All listings not specifically designated as avenue, court, lane, drive, etc., are *streets.*



When the word "OUT" appears after a number, what does it mean? ____________

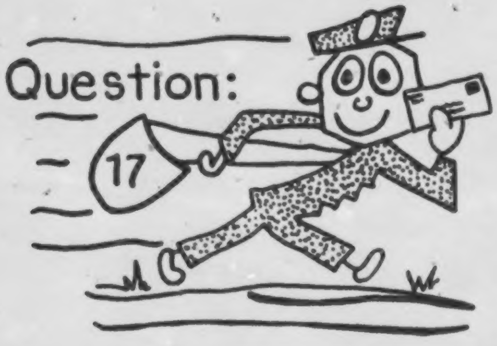
____

If a name does not have a court, lane or circle written after it, what should its designation be?

____

Following the State Alphabetical Listings, clear at the end of your directory, you will find the following:

1. Pacific Islands – Virgin Islands
2. Numerical Listing of Post Offices and Sectional Centers
3. Names of Discontinued Postal Units.
4. Zip Codes for Army and Air Force Installations.



List the Zip Codes for the following:

1. Ponape, Caroline Island __________
2. Yona, Station Agana __________
3. Eastern District Branch, Pago Pago, Samoa __________

List the Zip Codes for the following Army and Air Force Installations, APO's, FPO's:

1. Fort Ord ________
2. Travis Air Force Base ________
3. Long Beach Municipal Airport ________
4. Hill Air Force Base ________
5. Scranton Army Ammunition Plant ________

This is the end of the first section of this unit. I hope you have enjoyed it and became interested in learning about my Zip Codes.

Make sure you have answered all the questions correctly, do any reviewing if you need to, then turn in your answer sheets.

However, before you leave this unit — Let's see how well you have understood the information I have presented. As a challenge, use your copy of the Zip Code Directory and do the activities starting on Page 27.

ANSWERS

QUESTION 1: *Zone Improvement Program*

QUESTION 2: Did you have the words *faster*, *cheaper*, and *more dependable?* Very Good. The rest is just as easy.

QUESTION 3: Oh – I hope you put *84106* and *92118* as your answer. If not, you goofed. Remember, the Zip Code always follows the city and state.

QUESTION 4a: *Eastern* is correct.

4b: Rhode Island 0 , Texas 7 , Utah 8 , Virgin Islands 0 , Florida 3 , Virginia 2 , and New York 1 .

QUESTION 5a: Because all of the cities listed were large, the correct answer would be ALL OF THESE. If you missed this question, don't worry. Many individuals are unfamiliar with some of these cities and their size. Actually, Los Angeles has almost 70 separate local zone numbers while the other two have 20 or more.

5b: My city has ______ zone numbers.

QUESTION 6: If you know the alphabet – this was a cinch. The states would be listed as follows: 1. ALABAMA 2. ALASKA 3. ARIZONA

ABCDEFGHIJKLMNOPQRSTUVWXYZ!

QUESTION 7: *Cities* are listed in *alphabetical* order.

QUESTION 8: The answer is 21 . If you did not have this answer correct – please look at the first page again and see where you made your mistake.

The first seven cities are: Albany, Alhambra, Anaheim, Baily, Bakersfield, Berkeley, Beverly Hills.

QUESTIONS 9a: Under the division *Government Offices*.
9b: Under the division *Buildings*.
9c: Under the division *Post Office Boxes*.

QUESTION 10a:
Parkview Convalescent Hospital
1514 E. Lincoln Street
Anaheim, CA *92805*

10b:
Whilsire Towers
280 North Whilsire
Anaheim, CA *92801*

10c:
Disneyland
1313 So. Harbor
Anaheim, CA *92802 or 92803*

QUESTION 11a: Provo Utah is a one Zip City. Its ZIP Code is *84601*.

11b: The quickest way to obtain the correct address and Zip Code would be to *look it up* in the National Zip Code Directory. If a Zip Code Directory is not available, call the Post Office.

The telephone operator is primarily working with phone numbers and many times will not give an address to you. If she did, it certainly would not have the Zip Code.

A school counselor may have the correct catalog for the school in which you are interested, but she may be difficult to reach.

DON'T WASTE TIME – PLAY IT SAFE, look it up yourself.

QUESTION 12: Most people would write the letters MI. Unfortunately, this would be incorrect. *Minnesota is abbreviated MN;* I tried to fool you for a reason. *Never* guess at the correct abbreviation for a state. *Always* check to be sure. In many cases, even though the Zip Code is correct, the machinery or an employee doing a mail sort will use the state abbreviation as the main guide in sorting the mail. Don't guess – when in doubt – *check to be sure.*

QUESTIONS 13a: The correct abbrevations are: Canal Zone CZ , Puerto Rico PR , New York NY , Alaska AK , and Utah UT .

13b: The word abbreviations are: Ranch RNCH , Furnace FURN , Trailer TRLR , Meeting MTG , Seminary SMNRY , and Lakes LKS .

Now let's try a review. Return to page 18.

QUESTION 14a: MO = *Missouri*.

14b: If you said under the *opening (first) pages* for the state of Missouri where all the the cities are listed – Good, keep going.

14c: *"See Appendix"*

14d: *Look in the Appendix where the cities are listed.* All large cities with more than one zip code are listed alphabetically after the opening pages for any state.

14e: *Named Streets and Avenues* must be correct. I am confident you had the correct answer. If not, possibly you thought that Avenues might be a separate division. This is possible, but normally the Post Office combines streets and avenues whether they are named or numbered.

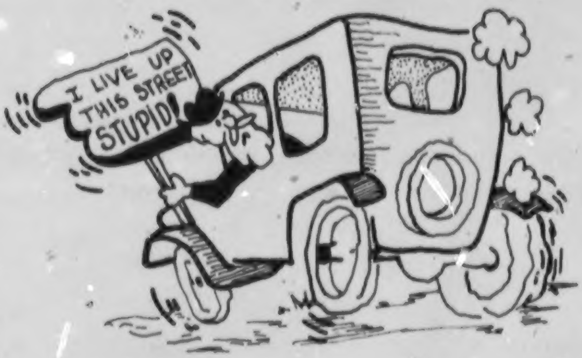
QUESTION 15: When the word "OUT" appears after a number in the Zip Code Directory, *that number and any higher number on that street* is within the Zip Code indicated. For example, 1154 Washington Avenue would have the same Zip Code as 1100 Washington Avenue.

QUESTION 16: *Street.*

QUESTION 17: The Zip Codes are: Caroline Island 96941 , Station Agana 96910 Pago Pago, Samoa 96920 , or 96799 depending upon the year of your Zip Code Directory.

QUESTION 18: The Zip Codes are: Fort Ord 93941, Travis Air Force Base 94535, Long Beach Municipal Airport 90806, Hill Air Force Base 84401, Scranton Army Ammunition Plant 18501.

***


I LIVE UP THIS STREET STUPID!

ACTIVITIES

ACTIVITY

DO NOT WRITE IN THIS MANUAL

Using your Zip Code Directory, list the two letter state abbreviations for the following:

Alaska ____________
Arizona ____________
California ____________
Colorado ____________
Guam ____________
Hawaii ____________
Idaho ____________
Montana ____________
Nevada ____________
Oregon ____________
Utah ____________
Washington ____________
Wyoming ____________

Canal Zone ____________
Florida ____________
Maine ____________
Michigan ____________
Minnesota ____________
Missouri ____________
Mississippi ____________
Vermont ____________
Wisconsin ____________
Pennsylvania ____________
Samoa ____________
New Mexico ____________
Nebraska ____________

ACTIVITY 2

Make a list of at least 30 two letter state abbreviations. Memorize them. When you have them memorized, report to your teacher, who will quiz you on them. You must get them 100% correct.

ACTIVITY 3

Show the abbreviations for the following words:

Airport ____________
Lodge ____________
Station ____________
Mission ____________
Harbor ____________

Show the words for the following abbreviations:

INST ____________
UNIV ____________
CWSY ____________
BYP ____________
HGLDS ____________

ACTIVITY

What are the Zip Codes for the following addresses?

Dr. Kiko L. Chun
672 32nd N.
Philadelphia, PA ______

Ms. Lelani Tofu
1942 Papette Way
Pago Pago, Samoa ______

Mr. Bugs Bunny
% Great America
Santa Clara, CA ______

Mr. Ruben Rodriques
United States Courthouse
1710 Spieibush Blvd.
Toledo, OH ______

Mr. Peter Van de Vorren
Barret & Company
Aiken Avenue
Lowell, MA ______

Mrs. Jackson Williams
4593 Zenity Ave.
Cave in Rock, IL ______

Dr. Sherman Karpen
Mount Sinai Hospital
Chicago, IL ______

Mr. Gordon Lightfoot
P. O. Box 24
Iron Mountain, WY ______

Miss Samantha Jones
1976 Washington Avenue
Manzano Air Force Base
Albuquerque, NM ______

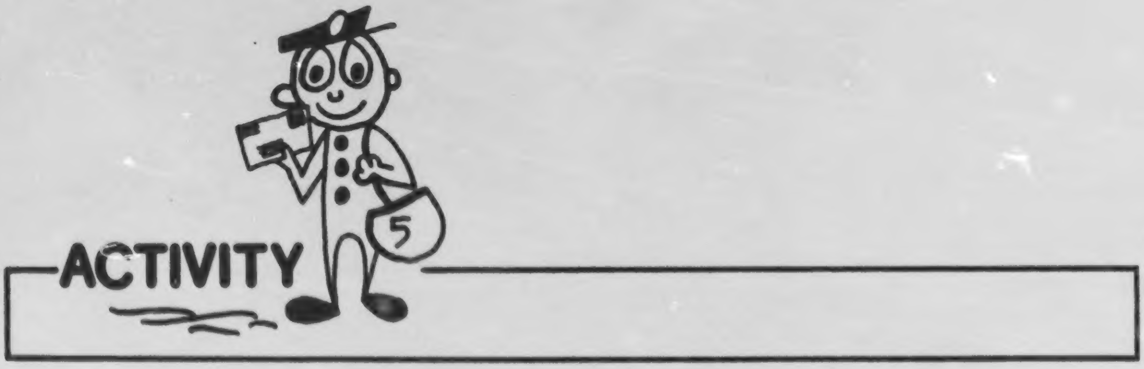
Mr. Frank Martins Osgood
1169 Orange Grove Blvd., East
Pasadena, CA ______

Miss Jane Stewart
200 Negley Avenue North
Pittsburgh, PA ______

Mr. C. B. Polson
Ramada Inn
Albuquerque, NM ______
(Please forward)

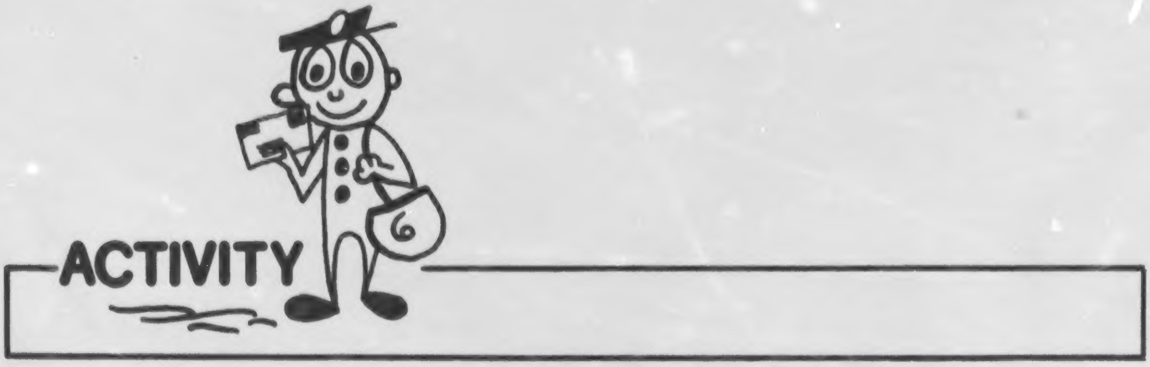
Tracy Loan & Trust Company
268 South Main Street
Salt Lake City, UT ______

Mrs. Barbara B. Babbitt
104 Burns Street North
Gadsen, AL ______



Write out the COMPLETE ADDRESS AND ZIP CODE FOR:

1. Primary Children's Hospital, Salt Lake City, Utah.
2. Hilton Hwaiian Village in Honolulu, Hawaii.
3. The College of San Mateo, California
4. Lord & Taylor Department Store, New York, New York.
5. URS (Your own name and address.)
6. IBM, Nashville, Tennessee.
7. The State Capitol Building of California



Answer the following questions.

1. Z I P stands for ______________________________
2. How are states, U.S. Territories, and cities listed in the directory? ______________
3. How many numbers are in a Zip Code? ______________________
4. Why are Zip Codes used? ______________________________
5. How many letters are used in a state abbreviation? ________________
6. If a city is very small and has only one local zone, where do you look? __________
7. If a Zip Code started with a number 7, where would it be geographically located? ______
8. Assume you are looking for the Zip Code for a bank in Kansas City. Under what division would you look? ______________________
9. What is the quickest way to find the correct address of San Jose State? __________

ACTIVITY

Write the Zip Codes and the two-letter State abbreviations for each of the following addresses:

Marshall Bell Company
384 Market Street
San Francisco, California ____________

Sgt. Juan Hernandez
P. O. Box AF
Hato Rey Station
San Juan, Puerto Rico ____________

Sheraton Towers
505 North Michigan Blvd.
Chicago, Illinois ____________

Mrs. Tony Sealukk
125 2nd Street
Bethel, Alaska ____________

Mrs. James Bond
Bond and Company
72 Spring Field Drive
Holyoke, Massachusetts ____________

Mr. Van Aster
Waldorf Astoria Hotel
New York, New York ____________

Mrs. J. J. Hays
C. W. Lyons, Inc.
Bemidji, Minnesota ____________

Mrs. Betsy Ornoga
1927 Kalakaua Towers
Honolulu, Hawaii ____________

Mr. R. E. Christensen
724 North 7th East
Provo, Utah ____________

President George Washington
The White House
Washington, D. C. ____________

Five–Mile Lodge
R. F. D. 2
Denver, Colorado ____________

Prof. Phillippee Popescu
2322 Alumni Hall
Memphis State University
Memphis, Tennessee ____________

Miss Myrtle Christie
% R. J. Smoot
419 Second South
Boise, Idaho ____________

Barstow-Birdett Witmer
715 Arthur Avenue
Oakland. California ____________

THE END

THE SUPPLY CATALOG

Teacher's Guide

OBJECTIVES: The student will be able to:

- Follow written instructions
- Locate and list items found in a catalog
- Correctly describe and code each item, as listed in the supply catalog
- Determine the unit price, and the quantity price, make extensions
- Total an order and figure the tax.

TIME. 5 – 7 clock hours

GRADING Your students will find this an interesting unit to do. It will require some thought on their part. Grading should include some points for legibility.

Each form requires your signature. Look the P.O. over quickly, before signing it. Can you read it, is it complete, are all the blanks filled in, are the extensions reasonable?

It is suggested that you grade Activity 3 and 4. You may grade all of them or none of them. If you grade them it is suggested that you use 90% for a passing grade of "C", one (1) point for each blank to be filled in.

If you elect to grade none or only part of them, then set up the answer KEYS in a self-check form that the student can use.

It is suggested that the self-check forms be done 100% accurately, re-doing the ones they missed until they are all done correctly.

If a student challenges a unit, takes the pre-test, it must be passed 100%.

It is also suggested that you have the students check their P. O. forms with a red checking pencil – that way you can see at a glance where the mistakes were made.

MATERIALS

Each student will need a Supply Catalog; it comes with this unit. The same catalog is used for all the Supply Companies mentioned in the manual.

Each student will need six (6) purchase order forms. All of the forms completed by the student should be printed or typed.

Each student will need a good sharp pencil or pen, and a red checking pencil to complete their work.

You may wish to augment this unit with additional exercises you create by using a Sears or J.C. Penney catalog, or one of a similar nature.

CONTENTS

The total Supply Catalog unit consists of:

- A Teacher Guide containing:
  - ... General Information
  - ... A Pre-Test
  - ... Two Post Tests; Post-Test A, and an alternate Post-Test B.
  - ... Answers to the Pre- and Post-Tests.
  - ... Answers to the four Student Activities.
  - ... A suggested teacher check-sheet for recording grades.
  - ... A suggested certificate to award the student upon completion of the unit.

- A non-consumable student manual containing:
  - ... What is to be learned.
  - ... Answers to Activity one and two, page 1.
  - ... Activities. Projects to reinforce learning. These should be graded.
  - ... A tax rate schedule

- A non-consumable Supply Catalog.
  - ... Instructions on how to use the catalog.
  - ... Supplies, stating code number, price, unit measure and a description of each item.

- A consumable Purchase Order Form.

PREPARATION

Decide if your students should be given the pre-test or not. It is suggested that a student only be pre-tested if they feel that they already know how to use a Supply Catalog of a business nature. The author feels that the majority of students using these materials will benefit by completing the unit.

Duplicate or have sufficient quantities of the working papers, pre-tests, and post-tests printed for your students and your type of program.

The author suggests that you have as a minimum one supply catalog printed for every three students going to use the materials.

Preview the manual and correlated working papers so that you will be familiar with the content. You must be able to answer questions and evaluate student progress. If the procedures used in this manual differ from your experience, remember that few companies have the same procedure. This is a fact that may be emphasized to your students.

It is suggested that you do not return tests to the students. If they do not pass it the first time, let them review it under your supervision or in a testing area, and take notes to study from. Then give them the Alternate Post-Test B.

Require all students to turn in all working papers before giving them the Post-Test. Look these over and see that they have all been completed and graded.

Remember — the forms must be completed in "catalog language".

Y. O. U. R. UNIFIED SCHOOL DISTRICT

KEY

BUSINESS TRAINING CENTER
For instructions refer to page 'x'
of your supply catalog.

P. O. No. XXXX
Page No. 1 of 1 Pages.

PRINT OR TYPE PLAINLY

School or location No. 52 Department No. 452 Date: TODAY'S
Submitted by STUDENT'S NAME
Principal TEACHER'S NAME

Company name: WAREHOUSE
Address: 39999 COLEMAN AVE. FREMONT, CA. 94538

Item No.	Quant.	Unit of Meas.	Catalog No.	Description	Unit Price	Total Price
1	2	EA.	W139501	STARCH LIQUID CONCENTRATE VANO 1/2 GAL	.55	1.10
2	1	BT.	W134999	INK-INDIA BLACK 16 OZ. *	3.17	3.17
3	5	EA.	W330801	KNIFE PUTTY 1½"	.41	2.05
4	10	EA.	W132211	CLAY MOIST BOFF FIRING FOR THROW	1.56	15.60
	—	—	—	AND SCOLPTURE 25/LB SK.		
5	4	EA.	W132213	CLAY MOIST RED BURNING FOR THROW	1.58	6.32
	—	—	—	AND SCULPTURE TER. CUT 25/LB. SK.		
6	2	EA.	W151257	LAMP OPAQUE PROJECTOR #DRS 1000W	3.21	6.42
7	2	EA.	W343772	PAN DUST 16 in	1.69	3.38
8	2	PK	W129013	STEEL WOOL 16/PKG. NO. 1 MED.	.50	1.00

Subtotal	39.04
Tax	2.34
Total	$41.38

activity PRE-TEST
POST-TEST A

*DESCRIPTION MUST READ EXACTLY AS STATED IN THE CATALOG.

Y. O. U. R. UNIFIED SCHOOL DISTRICT

BUSINESS TRAINING CENTER
For instructions refer to page 'x'
of your supply catalog.

KEY

P. O. No. XXXX
Page No. 1 of 1 Pages.

PRINT OR TYPE PLAINLY

School or location No. 52 Department No. 456 Date: TODAY'S

Submitted by STUDENT'S NAME
Principal TEACHER'S NAME

Item No.	Quant.	Unit of Meas.	Catalog No.	Company name: CALIFORNIA CHEMICALS Address: Description	Unit Price	Total Price
1	1	EA.	W34 1109	BUCKET MOP W/CASTER 35 QT.	14.60	14.60
2	7	EA.	W 151 254	LAMP FILMSTRIP PROJECTOR CZX 500W	2.42	16.94
3	10	PK.	W 822109	COTTON BALLS 2000/PK STERILIZED	2.50	25.00
	–	–	–	MED. SIZE		–
4	144	EA.	W8 22401	DROPPER MEDICINE	.05	7.20
5	20	PK.	W344707	SOAP BORAXO PWD 10/PKG/CS	.69	13.80
6	10	EA.	W736509	SCISSORS PLAIN 9 INCH	1.23	12.30
7	2	DZ.	W733701	PENCIL CHECKING BLUE	.50	1.00
8	1	EA.	W66 4233	RIBBON TYPEWRITER BLACK ROYAL 2 SPOOL	.66	.66
9	10	RM.	W 793707	PAPER DITTO BLUE 8½x11 20 WT.	.98	9.80
10	10	RM.	W79 6505	PAPER MIMEO 8½x14 WHITE 16 WT.	.97	9.70
					Sub-total	111.00
					Tax	6.66
					Total	$ 117.66

activity # POST-TEST B

Y. O. U. R. UNIFIED SCHOOL DISTRICT

KEY

BUSINESS TRAINING CENTER

For instructions refer to page 'x'
of your supply catalog.

P. O. No. XXXX

Page No. 1 of 2 Pages.

PRINT OR TYPE PLAINLY

School or location No. 52 Department No. 451 Date: TODAY'S

Submitted by STUDENT'S NAME

Principal TEACHER'S SIGNATURE

Item No.	Quant.	Unit of Meas.	Catalog No.	Company name: AL'S SPORTING GOODS Address: Description	Unit Price	Total Price
1	6	EA	W151258	LAMP FILMSTRIP PROJECTORS DFW 500W	3.32	19.92
2	2	BX	W663128	PAPER THERMO-FAX SPIRIT MASTERS		
	—	—	—	PURPLE 8½x11 100/BX	3.10	6.20
3	1	EA	W341303	CAN GARBAGE 45GAL W/O LID	4.45	4.45
4	10	PK	W344709	SOAP LURON POWDER	.85	8.50
5	2	DZ	W733703	PENCIL CHECKING RED	.50	1.00
6	6	EA	W752069	BAG LAUNDRY LT. WT. FOR TOWELS	1.00	6.00
7	36	EA	W752070	BASEBALLS RUBBER CVD. 12" HIGH SCHOOL	1.32	47.52
8	36	EA	W752182	BASKETBALLS SR. OFCL	5.86	210.96
9	12	EA	W752330	FOOTBALLS RUBBER CVD. OFCL SIZE	6.70	80.40
* 10	1	EA	W754191	STOP WATCH	13.45	13.45

Sub-total	398.40
Tax	23.90
Total	$ 422.30

* NOTE: ONLY 10 ITEMS PER PAGE.

activity # 2

Y. O. U. R. UNIFIED SCHOOL DISTRICT

BUSINESS TRAINING CENTER
For instructions refer to page 'x'
of your supply catalog.

KEY

P. O. No. XXX
Page No. 2 of 2 Pages.

PRINT OR TYPE PLAINLY

School or location No. 52 Department No. 451 Date: TODAY'S Submitted by STUDENT'S NAME
Principal TEACHER'S SIGNATURE

Item No.	Quant.	Unit of Meas.	Catalog No.	Company name: Address: Description	Unit Price	Total Price
* 11	6	PT.	W820101	ALCOHOL RUBBING	.20	1.20
12	4	BX.	W821139	BAND AIDS 3/4" 100/BX.	.65	2.60
13	2	PK	W822109	COTTON BALLS 2000/PK. STERILIZED		
	–	–	–	MED. SIZE	2.50	5.00
14	10	RM.	W795507	PAPER MIMEO 8½x11 3 HOLE PUNCHED		
				WHITE, 20 WEIGHT	1.00	10.00

Sub-total	18.80
Tax	1.13
Total	$19.93

* NOTE: ITEM NOS. CONTINUE ON. FROM PAGE 1.

activity # 2 CONT'D.

Y. O. U. R. UNIFIED SCHOOL DISTRICT

KEY

BUSINESS TRAINING CENTER
For instructions refer to page 'x'
of your supply catalog.

P. O. No. XXXX
Page No. 1 of 1 Pages.

PRINT OR TYPE PLAINLY

School or location No. 52 Department No. 452 Date: TODAY'S

Submitted by STUDENT'S NAME
Principal TEACHER'S SIGNATURE

Item No.	Quant.	Unit of Meas.	Catalog No.	Company name: WAREHOUSE Address: Description	Unit Price	Total Price
1	3	EA	W 343770	PAN DUST 12"	.84	2.52
2	3	EA	W 340902	BROOM HOUSEHOLD TYPE PLASTIC	2.05	6.15
3	1	PK	W 120913	STEEL WOOL LB/PKG NO. 1 MEDIUM	.50	.50
4	3	TB	W 664020	PIN STRAIGHT 1 1/16 NO. 17 300/TUB	.22	.66
* 5	6	EA	W 131205	BRUSH OXHAIR 1/2 IN	* —	1.21 *
* 6	6	EA	W 131207	BRUSH OXHAIR 3/4 IN	* —	2.28 *
7	1	CS	W 341519	CLEANSER COMET 48/CS	7.50	7.50
8	1	EA	W 344701	SOAP LIQUID 5 GAL HAND	5.30	5.30
9	7	ST	W 260566	EXPENSE REIMBURSEMENT REQUEST 3/ST	.02	.14
					Sub-total	26.26
					Tax	1.58
					Total	$ 27.84

* CAN ALSO BE WRITTEN 1/2 DZ

activity #3

NOTE: PRICE STATED BY THE DOZEN-
UNIT PRICE AWKWARD TO FIGURE. —OKAY TO HAVE UNIT PRICE IF 1/2 DZ.

Y. O. U. R. UNIFIED SCHOOL DISTRICT

KEY

BUSINESS TRAINING CENTER
For instructions refer to page 'x'
of your supply catalog.

P. O. No. XXX
Page No. 1 of 2 Pages.

PRINT OR TYPE PLAINLY

School or location No. 52 Department No. 454 Date: TODAY'S
Submitted by STUDENT'S NAME
Principal TEACHER'S SIGNATURE

Company name: SAN JOSE OFFICE SUPPLY
Address:

Item No.	Quant.	Unit of Meas.	Catalog No.	Description	Unit Price	Total Price
1	2	EA	W736509	SCISSORS PLAIN 9"	1.23	2.46
2	6	EA	W664102	REMOVER STAPLE	.28	1.68
3	24	EA	W664235	RIBBON TYPEWRITER BLACK NYLON SELECTRIC	1.00	24.00
4	10	PD	W260756	MESSAGE PADS 5¼×8½ 100/PD	.20	2.00
5	4	EA	W730103	BOOK PLAN 11×9⅜	.56	2.24
6	12	EA	W661350	CLEANER HAND, PRESSURIZED 10 OZ CAN	1.22	14.64
7	10	RM	W793705	PAPER DITTO GLORD 8½×11 S20	.98	9.80
8	10	PD	W260749	MEMO ROUTING SLIP 100/PD	.05	.50
9	2	EA	W341518	CLEANER BLACKBOARD ZEP	2.10	4.20
10	1	BX	W661629	ENVELOPES WHITE 4⅛×9½ 500/BOX	2.72	2.72

Sub-total	64.24
Tax	3.85
Total	$ 68.09

activity # 4

Y. O. U. R. UNIFIED SCHOOL DISTRICT

KEY

BUSINESS TRAINING CENTER
For instructions refer to page 'x'
of your supply catalog.

P. O. No. XXXX
Page No. 2 of 2 Pages.

PRINT OR TYPE PLAINLY

School or location No. 52 Department No. 454 Date: TODAY'S Submitted by STUDENT'S NAME
Principal TEACHER'S SIGNATURE

Item No.	Quant.	Unit of Meas.	Catalog No.	Company name: SAN JOSE OFFICE SUPPLY Address: Description *	Unit Price	Total Price
11	100	RL	W79 0729	PAPER TAPE ADD MACH 3½	.17	17.00
12	5	BX	W66 0101	BAND RUB ASSTD 4OZ/BX	.27	1.35
13	7	PK	W66 0311	BLADES, RAZOR SINGLE EDGE	.11	.77
14	10	EA	W66 0750	NOTEBOOK, STENOGRAPHER 6×9	.15	1.50
15	1	EA	W66 1356	CLEANER TYPEWRITER 2-OZ.	.50	.50
16	12	EA	W661940	FLUID CORRECTION DITTO	.81	9.72
17	1	BX	W662547	LABELS ROLL CANARY 250/BX	.30	.30
18	12	EA	W661705	ERASER TYPEWRITER PENCILSHAPED		
	–	–	–	W/BRUSH	.14	1.68
19	10	BX	W662601	MASTERS DPLCTING 8½×11½ 100/BX	2.15	21.50

Sub-total	54.32
Tax	3.26
Total	$ 57.58

activity # 4 Cont'd.

* DESCRIPTION MUST BE WRITTEN IN CATALOG LANGUAGE.

THE SUPPLY CATALOG
CHECK SHEET

NAME ____________________ ________
(period)

Date ____________________

Date Finished ____________________

Pre-Test ____________________

FINAL GRADE ____________________

Credits/Points ____________________

Activity 1 (✓) ____________________ (self-check)

Activity 2 (Grade) ____________________ (Page 2 only)

Activity 3 (Grade) ____________________

Activity 4 (Grade) ____________________

Post Test "A" ____________________

Post Test "B" ____________________

Comments: ____________________

Supply Catalog

Certificate

This Certifies that

has completed the Course

and made a satisfactory grade.

In Testimony Thereof this certificate is awarded
on this   day of   19

Approved by ______________________________

THE ZIP CODE DIRECTORY

Teacher's Guide

OBJECTIVES

The student will be able to:

- Look up Zip Code numbers quickly.
- Know what each number in the Zip Code means.
- Find the new state abbreviations, and learn the abbreviations for at least 30 states.
- Locate the addresses of hotels, government offices, hospitals, and colleges in larger cities.

TIME

3 – 5 clock hours.

GRADING

This unit should be easy for your students to do. It is suggested that you use 90% for a passing grade on the Post-Test; to receive points, credits or a letter grade of "C".

It is suggested by the author that the self-check questions in the manual be done 100% accurately, re-doing the ones they missed until they are all done correctly.

It is suggested that each of the Activities be graded using 90% as a passing grade of "C".

It is extremely important that accuracy be stressed, along with legibility. If a Zip Code cannot be read or if it is incorrect, it has no value.

MATERIALS

A NATIONAL ZIP CODE DIRECTOY. It is suggested that you have at least one copy for each 5 – 10 students in your class. (If you contact your local post office in the first part of October, you will find that they will probably have a last year's copy that they will give you. Tell them who you are and what you are going to do with it. They may even supply you with more if you are lucky. This is the time of year that businesses trade in their old copies for the new edition. If you buy a copy, it may be traded in each year. **Note, you may find that Zip Codes differ for each edition of the directory. The post office is constantly revising the Zip Codes as an area grows.)

You may wish to augment this unit with a cassette presentation that is available from Western Tape, Palo Alto, CA.

CONTENTS

The total Zip Code Directory unit consists of:

- A Teacher Guide containing:
  - ... General Information.
  - ... Answers to the Pre- and Post-Tests
  - ... Answers to the Student Activities
  - ... A suggested teacher check-sheet for recording grades
  - ... A suggested certificate to award the student upon completion of the unit.

- A non-consumable student manual containing:
  - ... What is to be learned
  - ... Answer to the questions in the manual. These may be left in the manual for student reinforcement, or removed as the author suggests, and if the teacher so desires, remove the answers and make them into a self-check KEY available to the students.
  - ... Activities. Projects to reinforce the learning, and to review all the materials taught. These should be graded.

- A consumable set of answer sheets containing:
  - ... Answer sheets for the manual questions
  - ... Answer sheets for the Activities. Sheets so arranged so that the student does the work on the pages provided.
  - ... A Pre-Test
  - ... Two Post-Tests; Post-Test A, and an alternate, Post-Test B.

PREPARATION

You will need to fill in the answers to questions 5b, page 12/23 in the manual, and the answer to Activity 5, page 30. These questions pertain to your local area.

You and/or an aid will need to give the students an oral quiz on the Zip Code Abbreviations of their choice. This is Activity 2.

Decide if your students should be given the pre-test or not. It is suggested by the author that a student only be pre-tested if he/she feels that they already know how to use The Zip Code Directory. The author feels that the majority of students using these materials will benefit by completing the unit.

Duplicate or have sufficient quantities of the working papers, pre-tests, and post-tests printed for your students and your type of program.

Review the manual and correlated working papers so that you will be familiar with the content. You must be able to answer questions and evaluate student progress. If the alternate post-test is given, it is given orally. You must know the answers to the questions.

It is suggested that you do not return tests to the students. If they do not pass it the first time, let them review it under your supervision or in a testing area, and take notes to study from. Then give them the Alternate Post-Test B, orally.

Require students to turn in all working papers before giving them the post-test. Look these over and see that they have all been completed and graded.

CREDITS

The author wishes to give special thanks to the Business Education staff of Claremont High School, Claremont, California, for use of their ideas and help on this unit.

NAME KEY

THE ZIP CODE DIRECTORY
PRE-TEST – POST-TEST "A"

Part I. Directions: You will need a copy of the NATIONAL ZIP CODE DIRECTORY. Find the following two-letter state abbreviations (where necessary) and the Zip Codes.

1. Mr. Joe Tosumi
P. O. Box 135
Agana, Guam GU 96910

2. Ms. Mary Beth Taylor
University of Miami
Miami, Florida FL 33124

3. Mrs. Juanita Gallegos
Box 65, Route 2
Medicine Bow, WY 82329

4. John May Company
14 Dearborn Drive
Los Angeles, Calif. CA 90028 or 90068

5. Dr. James Blake More
15 Laurel Court
Madison, WI 53705

6. Miss Elfreda Witmer
807 First Avenue
Seattle, WA 98109

7. Z.C.M.I.'s
5-25 South Main Street
Salt Lake City, UT 84111

8. Honorable James Joyce
Court House
Reno, Nevada NV 89501 or 89101

9. Captain Fred Williams
Veterans Hospital
Durham, NC 27705

10. Mrs. Martin Luther Jones
Ball-Dalten Company
Zanesville, Ohio OH 43701

11. General Community Store
Chouteau, MO 63110

12. Mr. Allen C. Fray
Acme, Incorporated
1415 Southbound Street
Winston-Salem, NC 27101

13. Mr. Allan A. Ackerman
201 Alabama Road
Alexander, AR 72002

14. Ms. Edith E. Everett
1710 Seventh
Elizabeth, NJ 07201 or 07203

Answers may vary from year to year as the directory changes.

Part II. Directions: Using your Zip Code Directory, answer the following:

1. BUILDINGS ______ Assume you are looking for the Zip Code for a bank in San Francisco, under what division would you look?

2. 5 ______ What is the geographic area for North Dakota?

3. 6 ______ How many colleges and universities are there in San Diego?

4. DISNEYLAND ______ What is the complete address of DISNEYLAND in Anaheim?
1313 SO. HARBOR BLVD.
ANAHEIM, CA 92802 or 92803

5. FASTER ______ What are the three main benefits to using Zip Codes?
CHEAPER
MORE DEPENDABLE SERVICE

6. 5 ______ How many numbers are there in a Zip Code?

7. ALPHABETIC ______ How are the states, territories and cities listed?

Part III. Directions: Answer the following questions, True or False.

1. TRUE ______ There is a listing of all the post offices in any given state?

2. FALSE ______ Large cities have only one Zip Code number?

3. TRUE ______ Efficient use of the Zip Code Directory is an important asset in an office?

4. TRUE ______ Vermont has only a one page listing in the Directory?

5. TRUE ______ The word abbreviation for Causeway is CWSY?

6. TRUE ______ Zip Codes for Army and Air Force Installations are found in the Zip Code Directory?

NAME ______________________

THE ZIP CODE DIRECTORY

POST-TEST "B"

Part I. *Directions:* You will need a copy of the NATIONAL ZIP CODE DIRECTORY. Find the following two-letter state abbreviations (where necessary) and the Zip Codes. Record your answer on a separate answer sheet.

1. Dr. Donald D. Dedman
1908 Dodds Drive
Durbin, ND 58023

2. Master Frederick Pheiffer
620 First Street
Fern Park, Florida FL 32730

3. George G. Gage, PHD
711 Gregg Gardens
Hephzibah, Georgia GA 30815

4. Mr. Dean Harrison H. Hale
Notre Dam Hospital No. 1612
Manchester, NH 03102

5. Z.C.M.I.'s
5-25 South Main Street
Salt Lake City, UT 84111

6. Mr. Otto Hoover
Williams Village Motel
State Highway 119
Boulder, CO * 80302 or 80303

7. Three Best Grocers
Grand Island, NE 68801

8. Mrs. Ruth Torriap
5828 River Road No. 11c
Richmond, Virginia VA 23226.

9. Adams Bros. & Sons
1425 Hampden
Newark, NJ 07103

10. Ms. Samantha R. Cosby
General Delivery
Cruz Bay, Virgin Islands VI 00830

11. Honorable Martha Mitchell
1111 Capitol Heights Blvd., NE
District of Columbia DC 20027

12. Master Travis Coleman
P. O. Box 19
Joiner, Arkansas AR 72350

13. Rural Hills Center
R. F. D. No. 1
Bismark, ND 58501

14. Mr. C. Handley Barton
Barlow, Barton & Barnes
14 Judge Building
Athens, Ohio OH 45701

* any answers may vary as directory
changes from year to year.

*Remember – this part is given orally.

POSSIBLE ANSWERS – POST-TEST "B"

1. Zip Codes are used by the Post Office because: It is faster, you get more dependable service, and it is cheaper.

2. The cities, states and territories are listed ALPHABETICALLY.

3. The major contents of the directory are:

    1. Table of contents
    2. How to use the book
    3. Two letter state abbreviations
    4. State listings and appendix

    6. Army and Air Force Installations
    7. Numerical Zip Code listings
    8. Discontinued Post Offices
    9. How to use Zip Codes in addresses

    **See table of contents for others.

4. Procedure for finding a Zip Code:
    1. Turn to the very first page of the city
    2. Find the Zip or see the words "See Appendix".
    3. If referred to the Appendix, go there
    4. In the appendix look under the appropriate division
    5. Find the "street" name.
    6. To the right of the "street" find the two digit number, look to the top of that same column and find the first three digits.
    7. Memorize the following western states, state abbreviations:

Oregon	OR	Montana	MT
Washington	WA	Utah	UT
California	CA	Wyoming	WY
Idaho	ID	Colorado	CO
Nevada	NV	New Mexico	NM
Arizona	AZ	Hawaii	HI ?

NAME KEY

DATE ______

ACTIVITIES ANSWER SHEETS

ACTIVITY 1

AK
AZ
CA
CO
G
HI
ID
MT
NV
OR
UT
WA
WY

CZ
FL
ME
MI
MN
MO
MS
VT
WI
PA
*SAMOA
NM
NE

*no abbreviation

ACTIVITY 2

1. ______ ______
2. ______ ______
3. ______ ______
4. ______ ______
5. ______ ______
6. ______ ______
7. ______ ______
8. ______ ______
9. ______ ______
10. ______ ______
11. ______ ______
12. ______ ______
13. ______ ______
14. ______ ______
15. ______ ______
16. ______ ______
17. ______ ______
18. ______ ______
19. ______ ______
20. ______ ______
21. ______ ______
22. ______ ______
23. ______ ______
24. ______ ______
25. ______ ______
26. ______ ______
27. ______ ______
28. ______ ______
29. ______ ______
30. ______ ______

MEMORIZE & RECITE
30 STATE ABBREVIATIONS
TO TEACHER.

ACTIVITY 3

WORDS:

ARPRT
LDG
STA
MSN
HBR.

ABBREVIATIONS:

INSTITUTE
UNIVERSITY
CAUSEWAY
BYPASS
HIGHLANDS

ACTIVITY 4

PA	19104	WY	82062
Samoa	96920	NM	87115
CA*		CA	91104
OH	43624	PA	15206
MA	01850	NM	87108
IL	62919	UT	84101
IL	60608	AL	35904

* if not in book answer should be: Call Post Office.

ACTIVITY 5

1. Primary Children's Hospital
320 12th Avenue
Salt Lake City, UT 84103

2. Hilton Hawaiian Village
2005 Kalia Rd.
Honolulu, HI 96815

3. College of San Mateo
1700 W. Hillsdale Blvd.
San Mateo, CA 94502

4. Lord & Taylor
5th Avenue & West 38th
New York, N.Y 10018

5. YOUR ADDRESS

6. International Business Machines
450 James Robertson Parkway
Nashville, TN 37219

7. California State Capitol Building
10th at L & N
Sacramento, CA 95814

NAME KEY

ACTIVITY 6

1. ZONE IMPROVEMENT PROGRAM
2. ALPHABETICALLY
3. 5
4. FASTER, CHEAPER & DEPENDABLE
5. 2
6. OPENING OR FIRST PAGE OF EACH STATE
7. SOUTH
8. BUILDING
9. LOOK IT UP IN THE ZIP CODE DIRECTORY

ACTIVITY 7

California	CA	94111
Puerto Rico	PR	00919 or 00917
Illinois	IL	60611
Alaska	AK	99559
Massachusetts	MA	01040
New York	NY	10022
Minnesota	MN	56601
Hawaii	HI	96815
Utah	UT	84601
District of Columbia	DC	20500
Colorado	CO	80222
Tennessee	TN	38111 or 38152
Idaho	ID	83706
California	CA	94605

NAME KEY

DATE

1. Zone Improvement Program

2. faster, cheaper,
more dependable

3. 84106 & 92118

4a. Eastern

4b. Rhode Island 0 Texas 7
Utah 8 Virgin Island 0
Florida 3 Virginia 2
New York 1

5a. All of these

5b.

6. Alabama, Alaska, Arizona

7. cities, alphabetical

8. 21
Albany, Alhambra, Anaheim,
Baily, Bakersfield, Berkeley,
Beverly Hills

9a. Government Offices

9b. Buildings

9c. Post Office Boxes

10a. Parkview Convalescent Hospital
1514 E. Lincoln Street
Anaheim, CA 92803

10b. Whilsire Towers
280 North Whilsire
Anaheim, CA 92801

10c. Disneyland
313 So. Harbor
Anaheim, CA 92802 or 92803

11a. Provo, UT 84601

11b. look it up
telephone operator
librarian or school counselor

12. Minnesota – MN

13a. Canal Zone CZ Puerto Rico PR
New York NY Alaska AK
Utah UT

13b. Ranch Rnch
Furnace Furn
Trailer Trlr
Meeting Mtg
Seminary Smnry
Lakes Lks

14a. MO = Missouri

14b. opening first pages

14c. "See Appendix"

14d. Look in Appendix where the cities are listed.

14e. Named streets & Avenues

15. that number and any higher number on that street

16. street

17. Caroline Island 96941
Station Agana 96910
Pago Pago, Samoa 96920 or 96799

18. Fort Ord 93941
Travis Air Force Base 94535
Long Beach Airport 90806
Scranton Army Ammunition 18501

When you are sure that you have learned all there is to know about Zip Codes, and all your answers above are correct, or have been corrected — TURN IN THIS ANSWER SHEET.

You are now ready to proceed with the ACTIVITIES.

NOTES

THE ZIP CODE DIRECTORY
CHECK SHEET

NAME ____________________
(period)

Date Started ____________

Date Finished ____________

Pre-Test ____________

FINAL GRADE ____________

Credits/Points ____________

Question – Answer sheet (   )____________(self-check)

Activity 1 (grade) ____________

Activity 2 (grade) ____________(to be given orally by the teacher or aid)

Activity 3 (grade) ____________

Activity 4 (grade) ____________

Activity 5 (grade) ____________

Activity 6 (grade) ____________

Activity 7 (grade) ____________

Post Test "A" ____________

Post Test "B" ____________

Comments: ____________

National ZIP CODE Code Directory

Certificate

This Certifies That

____

has completed the Course
and made a satisfactory grade.

In Testimony Thereof this certificate is awarded
on this __________ day of __________ 19 ____ .

Approved by ____________________________.

THE SUPPLY CATALOG
PRE-TEST

In order to test your ability to use a Supply Catalog and thereby determine your need for completing this unit, answer the following questions. Be sure to use correct spelling, PRINT OR TYPE PLAINLY.

Get a copy of the supply catalog from your instructor, and one (1) order form.

Fill in the order form with the following information. It must be 100% correct to pass.

Mr. Clay Potter of the Art Department, code No. 452 – at J. F. Kennedy High School, code No. 52 – wishes to order the following supplies from the school's warehouse, located at 39999 Coleman Avenue, Fremont, CA 94538.

1 gal.	Liquid starch
1 lg. bt.	India Ink
5	Putty knives
250 lbs.	Buff Clay
100 lbs.	Red Clay
2	Opaque projector lamps # DRS 1000W
2	Dust pans 16"
2 pk.	Med. Steel wool

Make the extensions
Sub-total
Add 6% tax
Total

Take to your teacher for correction.

THE SUPPLY CATALOG
POST TEST "A"

Get a copy of the supply catalog from your instructor, and one (1) order form. Fill in the order form with the following information. It must be completed with 90% accuracy in order to pass this unit.

Use correct spelling, PRINT OR TYPE PLAINLY, all of the blanks must be filled in.

Mr. Clay Potter of the Art Department, code No. 452 – at J. F. Kennedy High School, code No. 52 – wishes to order the following supplies from the school's warehouse, located at 39999 Coleman Avenue, Fremont, CA 94538.

1 gal.	Liquid starch
1 lg. bt.	India Ink
5	Putty knives
250 lbs.	Buff Clay
100 lbs.	Red Clay
2	Opaque projector lamps # DRS 1000W
2	Dust pans 16"
2 pk.	Med. Steel wool

Make the extensions
Sub-total
Add 6% tax
Total

Take to your teacher for correction.

THE SUPPLY CATALOG
POST TEST "B"

Get a copy of the Supply Catalog from your instructor, and one (1) order form. Fill in the purchase order form with the following information. It must be completed with 90% accuracy in order to pass this unit.

Use correct spelling, PRINT OR TYPE PLAINLY, all of the blanks must be filled in before submitting it for a grade.

Mr. Bunson Burner, a teacher in the Science Department at Kennedy High School, wishes to order the following supplies from California Chemical Company:

1	Mop bucket with casters
7	Lamps for filmstrip projector CZX 500W
10 pk.	Cotton balls — med. size
1 gr.	Dropper — medicine
20 pk.	Borax Powdered Hand Soap
10 pr.	Scissors nine inch
2 dz.	Blue checking Pencils
1	Royal Typewriter ribbon 2 spool
1 cs.	Ditto Paper Blue 8½ x 11
1 cs.	Mimeo paper White 8½ x 14, 16 weight

Make your extension, Sub-total, add the tax and Total. When you are sure that it is 100% correct, submit to your instructor for a grade.

Y.O.U.R. UNIFIED SCHOOL DISTRICT

THE SUPPLY CATALOG FORM
6 PER STUDENT

BUSINESS TRAINING CENTER
For instructions refer to page 'x'
of your supply catalog.

P. O. No. ____________

PRINT OR TYPE PLAINLY

Page No. ___ of ___ pages.

School or location No. ________ Department No. ________ Date: ________ Submitted by ____________

Principal ____________

Item No.	Quant.	Unit of Meas.	Catalog No.	Company name: Address: Description	Unit Price	Total Price

Sub-total	
Tax	
Total	$

activity # ____________

NAME________________________________

DATE________________________________

ACTIVITIES ANSWER SHEETS

ACTIVITY 1

________ ________
________ ________
________ ________
________ ________
________ ________
________ ________
________ ________
________ ________
________ ________
________ ________
________ ________
________ ________
________ ________

ACTIVITY 2

1. ________________________ ______
2. ________________________ ______
3. ________________________ ______
4. ________________________ ______
5. ________________________ ______
6. ________________________ ______
7. ________________________ ______
8. ________________________ ______
9. ________________________ ______
10. ________________________ ______
11. ________________________ ______
12. ________________________ ______
13. ________________________ ______
14. ________________________ ______
15. ________________________ ______
16. ________________________ ______
17. ________________________ ______
18. ________________________ ______
19. ________________________ ______
20. ________________________ ______
21. ________________________ ______
22. ________________________ ______
23. ________________________ ______
24. ________________________ ______
25. ________________________ ______
26. ________________________ ______
27. ________________________ ______
28. ________________________ ______
29. ________________________ ______
30. ________________________ ______

THE ZIP CODE DIRECTORY
ACTIVITY ANSWER SHEET PAGE 2

ACTIVITY 3

WORDS:

______
______
______
______
______

ABBREVIATIONS:

______
______
______
______
______

ACTIVITY 4

PA ______
Samoa ______
CA ______
OH ______
MA ______
IL ______
IL ______

WY ______
NM ______
CA ______
PA ______
NM ______
UT ______
AL ______

ACTIVITY 5

1. ______
______
______

2. ______
______
______

3. ______
______
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4. ______
______
______

5. ______
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6. ______
______
______

7. ______
______
______

NAME ______________________________

ACTIVITY 6

1. ______________________________

2. ______________________________

3. ______________

4. ______, ________ & ________

5. ________

6. ______________________________
____

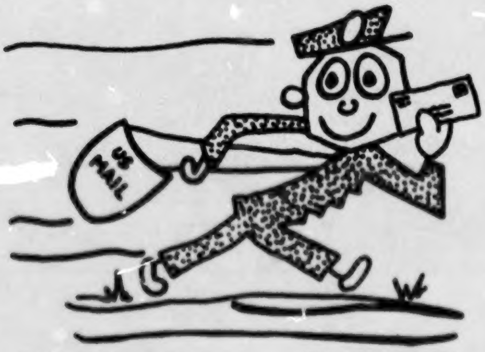
7. ________________________

8. ________________________

____
____

ACTIVITY 7

California ________ ____________
Puerto Rico ________ ____________
Illinois ________ ____________
Alaska ________ ____________
Massachusetts ________ ____________
New York ________ ____________
Minnesota ________ ____________
Hawaii ________ ____________
Utah ________ ____________
District of Columbia ________ ____________
Colorado ________ ____________
Tennessee ________ ____________
Idaho ________ ____________
California ________ ____________



ANSWER SHEET

1. ____________________

2. ____________________
____
____

3. __________ & __________

4a. ____________________

4b. Rhode Island ___ Texas ___
Utah ___ Virgin Island ___
Florida ___ Virginia ___
New York ___

5a. ____________________

5b. ____________________

6. ________, ________, ________

7. ____________________

8. __________
______, ______, ______
______, ______, ______
______.

9a. ______________

9b. ______________

9c. ______________

NAME ____________________

DATE ____________________

10a. Parkview Convalescent Hospital
____
Anaheim, CA __________

10b. Whilsire Towers
____
Anaheim, CA __________

10c. Disneyland
____
Anaheim, CA __________

11a. Provo, UT __________

11b. ____________________
____
____

12. Minnesota = __________

13a. Canal Zone ___ Puerto Rico ___
New York ___ Alaska ___
Utah ___

13b. Ranch ______________
Furnace ______________
Trailer ______________
Meeting ______________
Seminary ______________
Lakes ______________

14a. MO = ______________

14b. ____________________

14c. ____________________

14d. ____________________
____

14e. ____________________

15. ______________________________
____
____

16. ____________________

17. Ponape, Caroline Island ____________
Station Agana ____________
Pago Pago, Samoa ____________

18. Fort Ord ____________
Travis Air Force Base ____________
Long Beach Airport ____________
Scranton Army Ammunition
____

When you are sure that you have learned all there is to know about Zip Codes, and all your answers above are correct, or have been corrected – *TURN IN THIS ANSWER SHEET.*

You are now ready to proceed with the ACTIVITIES.

NOTES**

NAME ____________________________

THE ZIP CODE DIRECTORY

POST-TEST "B"

Part I. *Directions:* You will a copy of the NATIONAL ZIP CODE DIRECTORY.Find the following two-letter state abbreviations (where necessary) and the Zip Codes.

1. Dr. Donald D. Dedman
1908 Dodds Drive
Durbin, ND ______________

2. Master Frederick Pheiffer
620 First Street
Fern Park, Florida ______________

3. George G. Gage, PHD
711 Gregg Gardens
Hephzibah, Georgia ______________

4. Mr. Dean Harrison H. Hale
Notre Dam Hospital No. 1612
Manchester, NH ______________

5. Z.C.M.I.'s
5-25 South Main Street
Salt Lake City, UT ______________

6. Mr. Otto Hoover
Williams Village Motel
State Highway 119
Boulder, CO ______________

7. Three Best Grocers
Grand Island, NE ______________

8. Mrs. Ruth Torriap
5828 River Road # 11c
Richmond, Virginia ______________

9. Adams Bros. & Sons
1425 Hampden
Newark, NJ ______________

10. Ms. Samantha R. Cosby
General Delivery
Cruz Bay, Virgin Islands ______________

11. Honorable Martha Mitchell
1111 Capitol Heights Blvd., NE
District of Columbia ______________

12. Master Travis Coleman
P. O. Box 19
Joiner, Arkansas ______________

13. Rural Hills Center
R. F. D. # 1
Bismark, ND ______________

14. Mr. C. Handley Barton
Barlow, Barton & Barnes
14 Judge Building
Athens, Ohio ______________

Part II *Directions:* Once you have successfully completed Part I of the test, you will take the next part with your teacher. *This test is oral.* You will verbally discuss it from memory with your teacher.

Get a copy of the Zip Code Directory, and look up the answers to the following questions. You may wish to write down any personal notes to study from before taking this test.

1. Why are Zip Codes used by the Post Office?

2. Describe how the states, territories and cities are listed in the Zip Code Directory. You may wish to show the answer to your teacher.

3. List the major contents of the directory. What does the book contain. There are about 9 different items.

4. Outline in detail the specific procedure you will follow in finding a zip code for the following address.

   Z.C.M.I.'s
   5-25 So. Main Street
   Salt Lake City, Utah

5. Memorize the two-letter state abbreviations for the western part of the United States.

Directions: Now that you are ready to take the test, put your notes away, and take the Zip Code Directory to your teacher. Ask her/him to give you the above test.

NAME ______________________________

THE ZIP CODE DIRECTORY

POST-TEST "A"

Part I *Directions:* You will need a copy of the NATIONAL ZIP CODE DIRECTORY. Find the following two-letter state abbreviations (where necessary) and the Zip Codes.

1. Mr. Joe Tosumi
   P. O. Box 135
   Agana, Guam ______________

2. Ms. Mary Beth Taylor
   University of Miami
   Miami, Florida ______________

3. Mrs. Juanita Gallegos
   Box 65 Route 2
   Medicine Bow, WY ______________

4. John May Company
   14 Dearborn Drive
   Los Angeles, Calif. ______________

5. Dr. James Blake More
   15 Laurel Court
   Madison, WI ______________

6. Miss Elfreda Witmer
   807 First Avenue,
   Seattle, WA ______________

7. Z.C.M.I's
   5-25 South Main Street
   Salt Lake City, UT ______________

8. Honorable James Joyce
   Court House
   Reno, Nevada ______________

9. Captain Fred Williams
   Veterans Hospital
   Durham, NC ______________

10. Mrs. Martin Luther Jones
    Ball-Delten Company
    Zanesville, Ohio ______________

11. General Community Store
    Chouteau, MO ______________

12. Mr. Allen C. Fray
    Acme, Incorporated
    1415 Southbound Street
    Winston-Salem, NC ______________

13. Mr. Allan A. Ackerman
    201 Alabama Road
    Alexander, AR ______________

14. Ms. Edith E. Everett
    1710 Seventh
    Elizabeth, NJ ______________

Part II. *Directions:* Using your Zip Code Directory, answer the following:

1. ____________________ Assume you are looking for the Zip Code for a bank in San Francisco, under what division would you look?

2. ____________________ What is the geographic area for North Dakota?

3. ____________________ How many colleges and universities are there in San Diego?

4. ____________________ What is the complete address of DISNEYLAND in Anaheim?

____

____________________, _____ ____________

5. ____________________ What are the three main benefits to using Zip Codes?

____

____.

6. ____________________ How many numbers are there in a Zip Code?

7. ____________________ How are the states, territories and cities listed?

Part III. *Directions:* Answer the following Questions, True or False:

1. ____________ There is a listing of all post offices in any given state?

2. ____________ Large cities have only one Zip Code number?

3. ____________ Efficient use of the Zip Code Directory is an important asset in an office?

4. ____________ Vermont has only a one page listing in the Directory?

5. ____________ The word abbreviation for Causeway is CWSY?

6. ____________ Zip Codes for Army and Air Force Installations are found in the Zip Code Directory?

THE ZIP CODE DIRECTORY

PRE-TEST

Part I, *Directions:* In order to test your ability to use the Zip Code Directory and thereby determine your need for completing this unit, find the following two letter states abbreviations (where necessary) and the ZIP CODES.

** You will need a copy of the NATIONAL ZIP CODE DIRECTORY.
It must be 100% correct to pass.

1. Mr. Joe Tosumi
P. O. Box 135
Agana, Guam ______________

2. Ms. Mary Beth Taylor
University of Miami
Miami, Florida ______________

3. Mrs. Juanita Gallegos
Box 65 Route 2
Medicine Bow, WY ______________

4. John May Company
14 Dearborn Drive
Los Angeles, Calif. ______________

5. Dr. James Blake More
15 Laurel Court
Madison, WI ______________

6. Miss Elfreda Witmer
807 First Avenue,
Seattle, WA ______________

7. Z.C.M.I's
5-25 South Main Street
Salt Lake City, UT ______________

8. Honorable James Joyce
Court House
Reno, Nevada ______________

9. Captain Fred Williams
Veterans Hospital
Durham, NC ______________

10. Mrs. Martin Luther Jones
Ball-Delten Company
Zanesville, Ohio ______________

11. General Community Store
Chouteau, MO ______________

12. Mr. Allen C. Fray
Acme, Incorporated
1415 Southbound Street
Winston-Salem, NC ______________

13. Mr. Allan A. Ackerman
201 Alabama Road
Alexander, AR ______________

14. Ms. Edith E. Everett
1710 Seventh
Elizabeth, NJ ______________

THE ZIP CODE DIRECTORY
PRE-TEST STUDENT ANSWER SHEET PAGE 2

Part II. *Directions:* Using your Zip Code Directory, answer the following:

1. ____________________ Assume you are looking for the Zip Code for a bank in San Francisco, under what division would you look?

2. ____________________ What is the geographic area for North Dakota?

3. ____________________ How many colleges and universities are there in San Diego?

4. ____________________ What is the complete address of DISNEYLAND in Anaheim?

____

____________________, ____ ____________

5. ____________________ What are the three main benefits to using Zip Codes?

____

____

6. ____________________ How many numbers are there in a Zip Code?

7. ____________________ How are the states, territories and cities listed?

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1. ____________There is a listing of all post offices in any given state?

2. ____________ Large cities have only one Zip Code number?

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4. ____________ Vermont has only a one page listing in the Directory?

5. ____________ The word abbreviation for Causeway is CWSY?

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